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actsafe★

Thinking Forward

2011 ANNUAL REPORT

ABOUT

Acts safe collaborates with the motion picture and performing arts industries in British Columbia to provide innovative, accessible health and safety training and resources. Acts safe is funded by the employers in B.C.'s arts and entertainment industries. We operate through two standing committees that represent the motion picture and performing arts communities. Membership on these committees includes both employer and worker representatives.

Contact

Email: info@actsafe.ca
Website: www.actsafe.ca

Acts safe was established in 1998 at the request of industry representatives and WorkSafeBC in recognition of the unique nature of the arts and entertainment industries. From 1998 to 2010, Acts safe was known as Safety and Health in Arts Production and Entertainment (SHAPE).

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MESSAGE FROM THE CHAIR

It's often said that one of the most important things in life is to live in the moment, not to spend one's time dwelling on what's to come. Yet as important as it is to focus on the present, we also need to give some thought to the future. Planning for the future — “thinking forward” — helps guide the decisions we make today.

Having worked closely with Actsafe's Board of Directors for two years, it's clear to me that the Board recognizes the importance of “thinking forward,” and that it takes its responsibilities seriously. Each meeting serves to underline the importance of Actsafe's work and the fact that we are a stakeholder-driven organization. Our stakeholders in the performing arts and motion picture industries understand the value of good governance and strong business continuity practices, and we see these elements as essential to Actsafe.



Catherine Roome
Chair

Good governance is what the Board focused on in 2011.

Striving for best practices in Actsafe's governance processes and operations meant taking a hard look at gaps in governance policies and outdated organization bylaws. From a business continuity perspective, the Board felt it was important to put in place effective mechanisms to allow Actsafe to carry its mandate into the future, despite turbulent economic times.

With this in mind, by the end of 2011 all members of the board and the general manager had completed Vantage Point's Board Chair Academy, a training program that focuses on good governance practices. The Board is robust in terms of leadership, but felt it required more financial expertise, so a new Board position of Treasurer was created in 2011, and we are grateful that Cheryl Nex has stepped into that role.

It's been a productive year. We have initiated governance practices that will stand us in good stead for the next 5–10 years, worked with our Standing Committees to redefine Actsafe's values and mission, began a review of our organization bylaws, increased the strength of the Board, and implemented business continuity and succession planning for Actsafe. These actions will help ensure that Actsafe remains stable, relevant, and able to serve our stakeholder's needs in the years to come.

My sincere thanks to fellow directors Cheryl Nex, Dusty Kelly, Tracy Wood, Don Parman, and Miles Muir. Thanks also for our support from WorkSafeBC in 2011, including Garry Wilson and Ed Dowling, with a special thank you to Vincent Russell. And finally, thanks to our General Manager, Dawn Brennan, and her great team.



Catherine Roome
Chair, Actsafe Board of Directors



MISSION STATEMENT

An effective mission statement helps guide the actions of an organization by clarifying its key goals, its raison d'être. A mission statement is a bit like a road map — it helps keep an organization on the right path as it moves forward.

Actsafe developed a new mission statement in 2011, based on the organizational values identified by the Standing Committees and the Board in 2010.

Our mission

Collaborating with B.C.'s motion picture and performing arts industries to provide innovative, accessible health and safety training and resources.

Our values

Accessibility, Collaboration, Innovation

GENERAL MANAGER'S REPORT

Actsafe faced challenges in 2011 with the implementation of the Live Performance Electrical Certification and the late-2010 launch of an Industry Training Agreement, commonly known as the Industry Recognized Practice for Aerial and Fork Lift Operator Training. While a vocal minority felt these initiatives would create unnecessary impediments, the majority of our stakeholders responded positively, training and certifying in impressive numbers.

Actsafe's training numbers increased by 70% in 2011. The huge increase in the volume of training stretched our internal resources and negatively affected our ability to provide a high standard of customer service and keep ongoing activities up to date.



Dawn Brennan,
General Manager

In 2011, Actsafe relocated its office and training facilities. After 12 years in our original facility, we had outgrown the space. We consulted with our stakeholders and identified current and future priorities for new facilities. After a thorough review of the market, we identified space in the CBC building in downtown Vancouver. This is exactly where our stakeholders wanted us: centrally located with easy access to parking and public transportation. A speedy renovation of the aged CBC facilities came in on time and on budget, and our new offices quickly felt like home.

Our focus then shifted from facilities and certifications to looking forward. We developed a 2012–14 values-based business plan, following an evaluation of our work and research over the previous five years, as well as an analysis of current issues and challenges. The plan will help Actsafe make a fundamental shift from the production of materials and information to deepening our relationships with the people and industries we serve, and will position our organization for the future. As we strive over the next three years to provide innovative, accessible health and safety training and resources, we will be working with our industries on the strategic focuses and objectives identified in our 2012–14 business plan.

I would like to acknowledge the Actsafe team: Bev, Eve, Jen, Marty, and Maureen. They remained steadfast in 2011 through enormous workloads and significant challenges. Our

Board of Directors — Catherine, Don, Dusty, Miles, and Tracey — put much time and consideration into positioning Actsafe for the future. Our colleagues at WorkSafeBC, specifically Ed Dowling and Garry Wilson, boosted us over many roadblocks. And enormous appreciation is due to the many members of our Motion Picture and Performing Arts Standing Committees. When it comes to safety on B.C. sets and stages, we shine a light on what matters; the people working in our industries provide the star power.

Actsafe both affects and is affected by the well-being of the motion picture and performing arts industries. As we celebrate our thirteenth anniversary in 2012, we will be reflecting on our organization and the world around us, to ensure we move into the future with strength and confidence.

A handwritten signature in black ink that reads "Brennan". The signature is written in a cursive, flowing style with a large initial 'B'.

Dawn Brennan
General Manager, Actsafe



TRAINING & EDUCATION

Certification can be an effective way to develop a skilled workforce that knows how to do their jobs safely. Recognizing the value of certification as a tool that will benefit our stakeholders, Actsafe worked with the BC Safety Authority from 2008 through 2011 to develop the Live Performance Electrical Certification (LPEC) for lighting and AV technicians. A total of 272 participants were certified in this online course in 2011.

Overall attendance in Actsafe's industry training sessions continued to grow, with 1,980 participants attending 88 courses in 2011. This is a 70% increase from 2010. Two factors primarily account for this increase: the launch of the LPEC and the creation (in 2010) of the Industry Recognised Practice (IRP) certification, which affects aerial platform, forklift operator, and fall protection training.

Aerial Platform training had 389 participants, an increase of 150% from 2010, largely due to the launch of the IRP and the support of IA-TSE Local 891.

Fall Protection was launched halfway through 2010. It was also well attended, with 381 participants trained over 35 classes.

In response to incidents and near misses in the film industry, Actsafe also developed new training to help people work safely with and around propane. Propane Safety Training is offered free on location by Actsafe's safety consultant.

PUBLICATIONS & ONLINE MEDIA

The way that people in our industries learn, communicate, and share health and safety information continued to evolve in 2011. Actsafe expanded its online communications presence to broaden the reach and accessibility of our resources and make it easier to measure the impact of our work. We made sharing content easier on our website, produced and hosted instructional videos on a new YouTube channel, launched a Facebook page, and increased awareness of our social media and online presence using Twitter. Virtually all of our projects in 2011 had a social media and online component.

Traditional publications are still an important part of Actsafe's work. Publications in 2011 included:

- MSI Pain Is Optional for Wardrobe Workers comic book
- Three new health and safety primers — Musicians and MSI, Dancers and MSI, and Paint Safety
- Stunt Harness Inspection logbook and instructional video
- Three New and Young Worker Orientation videos — “Overview,” “Employer and Supervisor Rights and Responsibilities,” and “The Right to Refuse Unsafe Work”
- Newly developed hearing program posters and a brochure for the relaunch of our hearing protection program

Research and report

Air Quality in Hair and Makeup Trailers

Focused research provides us with a better understanding of health and safety issues so we can think ahead and find ways to help productions improve their working conditions. Several film and television productions assisted Actsafe with a unique study of air quality in hair and makeup trailers. The report provided practical recommendations for protecting workers against exposure to hazardous substances, such as solvents, sprays, and combustion exhaust.



INDUSTRY OUTREACH

Actsafe was proud to present the second Motion Picture Safety Culture Forum in 2011, with 49 industry members attending. The forum offered a unique opportunity to discuss issues related to health and safety in the motion picture industry and a chance to look ahead and consider where our challenges lie as the industry continues to evolve.

Actsafe's health and safety consultant, Marty Clausen, continued to serve our stakeholders, with 255 site visits to film sets, theatres, and schools. He conducted 195 respirator fit tests at workplaces and engaged in 871 con-

sultations, which include phone calls, emails, meetings, and research requests from stakeholders.

Hearing test numbers were up significantly in 2011 — Actsafe's mobile testing provider conducted 613 hearing tests, an increase of 48% from 2010. We developed a communications plan to promote our free hearing testing program and hearing awareness, in conjunction with Speech and Hearing Awareness Month.

APPENDIX A: WHO WE ARE

STAFF

Dawn Brennan
General Manager

Marty Clausen
Health & Safety Consultant
(Film and Television)

Bev Pausche
Communications Manager

Maureen Kaake
Office Manager

Jennifer Hill
Outreach and Project Coordinator

Billy Quirke
Summer Student Researcher

BOARD OF DIRECTORS

Catherine Roome
Chair (non-voting)

Miles Muir
Performing Arts Employer
Representative

Don Parman
Performing Arts Worker Representative

Dusty Kelly
Motion Picture Worker Representative

Tracey Wood
Motion Picture Employer Representative

Dawn Brennan
Actsafes Representative
(non-voting)

STANDING COMMITTEES

Actsafes has two standing committees: one for the motion picture industry, and one for the performing arts industry. Each committee includes industry representatives from employer associations and unions. The committees each select an employer representative and a worker representative for Actsafes's board of directors.

MOTION PICTURE STANDING COMMITTEE

Catherine Roome
Chair (non-voting)

Daryl Litke, Chief Steward
Association of Canadian Film
Craftspeople (ACFC) West

Dawn Brennan, General Manager
Actsafe (non-voting)

Dusty Kelly
International Alliance of Theatrical Stage
Employees (IATSE) 891

Michael Kaerne
Commercial Production Association of
Western Canada (CPAWC)

Jason Cameron
Directors Guild of Canada (BC)

Lori Stewart
Union of British Columbia Performers

Lorrie Ward
Teamsters Local 155

Louise Baker-Griffiths
International Alliance of Theatrical
Stage Employees (IATSE) 669

Robyn Switzer
Canadian Media Production
Association, BC Producers' Branch

Ron Hrynuik, Studio Operations
Bridge Studios

Tracey Wood
Alliance of Motion Picture and
Television Producers

PERFORMING ARTS STANDING COMMITTEE

Catherine Roome
Chair (non-voting)

Andrea Gunnlaugson
Dance Transition Resource Centre
(DTRC)

Meredith Kalaman
Canadian Alliance of Dance Artists
(CADA-BC)

Dawn Brennan, General Manager
Actsafes (non-voting)

Don Parman
Canadian Institute for Theatre
Technology (CITT-BC)

Gene Ramsbottom
Vancouver Musicians Association
(VMA) 145

Jay Dodge
Professional Association of Canadian
Theatres PACT)

Kevin Dale McKeown
Alliance for Arts and Culture

Louis-Marie Bournival
Canadian Actors' Equity Association
(CAEA)

Mary-Ann Moir
Large Orchestral Ensembles

Mike Phelan
International Alliance of Theatrical Stage
Employees (IATSE) 669

Miles Muir
Vancouver Civic Theatres

Mirna Zager
The Dance Centre

Eleanor Stacey
Greater Vancouver Professional
Theatre Alliance (GVPTA)

Matt Lees
Riggitt Services Inc.

Richard Gould
International Alliance of Theatrical Stage
Employees (IATSE) Local 168

APPENDIX B: FINANCIAL REPORTS

Financial Statements

Actsafe Safety Association

December 31, 2011

INDEPENDENT AUDITORS' REPORT

To the Members of
Actsafes Safety Association

We have audited the accompanying financial statements of **Actsafes Safety Association**, which comprise the statement of financial position as at December 31, 2011 and the statements of operations and changes in net assets, 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 and fair presentation 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.

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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 auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider 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 audit 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 **Actsaf Safety Association** as at December 31, 2011 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative information

Without modifying our opinion, we draw attention to note 2 to the financial statements which describes that **Actsaf Safety Association** adopted Canadian accounting standards for not-for-profit organizations on January 1, 2011 with a transition date of January 1, 2010. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at December 31, 2010 and January 1, 2010 and the statements of operations and changes in net assets, and cash flows for the year ended December 31, 2010 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.

Vancouver, Canada,
April 13, 2012.

Ernst & Young LLP

Chartered Accountants

STATEMENT OF FINANCIAL POSITION

As at December 31

	2011	2010	As at January 1, 2010
	\$	\$	\$
		<i>[unaudited]</i>	<i>[unaudited]</i>
ASSETS			
Current			
Cash and cash equivalents <i>[note 4]</i>	228,900	510,355	806,952
Accounts receivable	4,560	2,540	9,514
GST/HST receivable	31,406	13,355	7,545
Prepaid expenses	1,426	4,738	2,323
Total current assets	266,292	530,988	826,334
Equipment, net <i>[note 5]</i>	115,531	4,104	7,443
Prepaid rent	16,490	—	—
	398,313	535,092	833,777
LIABILITIES AND NET ASSETS			
Current			
Accounts payable and accrued liabilities	45,503	39,236	39,760
Deferred revenue <i>[note 6]</i>	1,100	82,480	422,093
Total current liabilities	46,603	121,716	461,853
Commitments <i>[note 7]</i>			
Net assets			
Internally restricted	250,000	350,000	350,000
Unrestricted	101,710	63,376	21,924
Total net assets	351,710	413,376	371,924
	398,313	535,092	833,777

See accompanying notes

On behalf of the Board:

Director



Director



**STATEMENT OF OPERATIONS AND
CHANGES IN NET ASSETS**

Year ended December 31

	2011	2010
	\$	\$
	<i>[unaudited]</i>	
REVENUE		
Workers' Compensation Board funding	680,814	653,963
Course fees	139,045	90,633
Investment and other income	7,615	7,533
	827,474	752,129
EXPENDITURES		
Program expenditures		
Stakeholders	9,815	7,494
Promotion and outreach	53,190	90,035
Research and development	55,867	47,441
Industry and work site services	17,610	11,525
Industry training	210,605	121,234
Programs	190,163	151,683
Insurance	5,096	4,232
	542,346	433,644
Administrative expenditures		
Amortization	13,293	—
Bank charges and merchant fees	10,145	7,084
Board of directors	13,892	11,875
Office and miscellaneous	17,878	18,623
Office rental	105,973	65,901
Professional fees	18,551	15,176
Repairs and maintenance	3,810	3,846
Salaries and benefits	163,252	151,189
Loss on disposal of asset	—	3,339
	346,794	277,033
Total expenditures	889,140	710,677
Excess (deficiency) of revenue over expenditures	(61,666)	41,452
Net assets, beginning of year	413,376	371,924
Net assets, end of year	351,710	413,376

See accompanying notes

STATEMENT OF CASH FLOWS

Year ended December 31

	2011	2010
	\$	\$
	<i>[unaudited]</i>	
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenditures	(61,666)	41,452
Add items not involving cash		
Loss on disposal of asset	—	3,339
Amortization	13,293	—
	<u>(48,373)</u>	44,791
Changes in non-cash working capital balances related to operations		
Decrease (increase) in accounts receivable	(2,020)	6,974
Increase in GST/HST receivable	(18,051)	(5,810)
Decrease (increase) in prepaid expenses	3,312	(2,415)
Increase in prepaid rent	(16,490)	—
Increase (decrease) in accounts payable and accrued liabilities	6,267	(524)
Decrease in deferred revenue	(81,380)	(339,613)
Cash used in operating activities	<u>(156,735)</u>	<u>(296,597)</u>
INVESTING ACTIVITIES		
Acquisition of property, plant and equipment	(124,720)	—
Cash used in investing activities	<u>(124,720)</u>	—
Net decrease in cash during the year	(281,455)	(296,597)
Cash and cash equivalents, beginning of year	510,355	806,952
Cash and cash equivalents, end of year	<u>228,900</u>	<u>510,355</u>
Cash and cash equivalents comprise		
Cash	228,900	160,355
Term deposit	—	350,000
	<u>228,900</u>	<u>510,355</u>

See accompanying notes

NOTES TO FINANCIAL STATEMENTS

December 31, 2011

1. NATURE OF OPERATIONS

Actsafes Safety Association [the "Association"] was incorporated under the Society Act of British Columbia on March 23, 1998. The Association's mandate is to promote health and safety in the motion picture, theatre, music and other performing arts industries.

As a non-profit organization, the Association is not subject to income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES AND FIRST-TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

These financial statements are the first financial statements which the organization has prepared in accordance with Part III of the *CICA Handbook - Accounting*, that constitutes generally accepted accounting principles for not-for-profit organizations in Canada ["GAAP"]. In preparing its opening balance sheet as at January 1, 2010 [the "Transition Date"], the organization has applied CICA 1501, *First-time Adoption*.

Cash and cash equivalents

Cash and cash equivalents consist of cash and investments with a maturity of three months or less from acquisition.

Revenue recognition

Funding received under terms of agreements is recognized as revenue in the year in which the related expenses are incurred.

Revenue from WorkSafe BC is recognized when invoiced by the Association in accordance with the funding agreement with WorkSafe BC. Payments from WorkSafe BC received in advance of the fiscal year to which they relate are recorded as deferred revenue.

Revenue from course fees is recognized on the delivery of the courses to attendees.

Investment and other revenue are recorded as earned by the Association.

NOTES TO FINANCIAL STATEMENTS

December 31, 2011

Equipment

Assets comprising equipment are recorded at cost and amortized over their estimated useful lives using the following methods and rates:

Computer equipment [pre-March 22, 2004]	30% declining balance
Computer equipment [post-March 22, 2004]	45% declining balance
Office equipment	20% declining balance
Furniture and fixtures	20% declining balance

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Actual results may differ from those estimates.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, GST receivable, HST receivable and accounts payable and accrued liabilities. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of the financial instruments approximate their carrying values unless otherwise noted.

4. CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of a cash balance of \$228,900 and no term deposits [2010 - \$160,355 and \$350,000].

