

# 2015 ANNUAL REPORT



actsafe★

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# ABOUT US

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Actsafes is dedicated to the promotion of health and safety in British Columbia's motion picture and performing arts industries. Our role is to provide arts workers and employers with the necessary training, education and resources to ensure everyone on their team goes home safely at the end of the day.

Actsafes is governed by the industries it represents. We operate through two standing committees that represent the motion picture and performing arts communities respectively.

Set the stage to work safely.

Our Mission:

Serving British Columbia's motion picture and performing arts sectors by providing health and safety training, education and resources for employers and workers.

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

[info@actsafe.ca](mailto:info@actsafe.ca)

# MESSAGE FROM THE CHAIR

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Twenty-fifteen was a big transition year for Actsafe, with key personnel changes and the initial implementation of the 2015-2017 Business Plan.

Catherine Roome completed her term in 2015 as chair of the board of directors, having been in that position since 2010. Her efforts in that time were instrumental in governance reviews, increased focus on stakeholder communications and engagement, and key staffing decisions including, notably, our Executive Director Geoff Teoli. She leaves big boots for me to fill during my term as board chair, but has generously made herself available to assist in transition issues and as a sounding board for new issues as they arise.

In 2015 Actsafe and its stakeholders reluctantly bid adieu to Marty Clausen, who had been with Actsafe since 2001. In his role as Actsafe's in-house Safety Consultant, Marty was in many ways the face of Actsafe, for over 14 years, and generated an enormous amount of goodwill and respect for Actsafe and its mission.

Sadly, Louis-Marie Bournival had to unexpectedly step down from the board this year prior to the expiry of his term. However, we were extremely lucky to be able to recruit Laurie Edmundson, from IATSE 168, as the performing arts worker representative to the board. Laurie has stepped up in her short time on the board and is a great addition.

Finally, the board made significant efforts in 2015 to recruit a new-vice chair and to fill the vacant at-large board position occasioned by Catherine's departure. Our efforts were rewarded when in late 2015 (confirmed in January 2016) Nancy Harwood agreed to take on this role. Nancy is a lawyer with a practice and an extensive background in workplace health and safety issues and is bound to be a huge asset to Actsafe.

On behalf of the directors and members of Actsafe, we offer Catherine and Marty and Louis our heartfelt thanks, and express our desire to see you again soon!

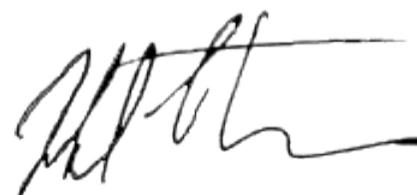
Welcome Laurie and Nancy!

Our new mission - serving British Columbia's motion picture and performing arts sectors by providing health and safety training, education and resources for employers and workers – is the centrepiece of the 2015-2017 Business Plan. Developed under the leadership of Geoff and Catherine in 2014, we continued to elicit stakeholder feedback on the new Plan until it was finalized mid-2015. The “service” aspect of the new mission statement directly informs the strategic priorities identified in the Plan and the specific tactics to be undertaken to achieve those priorities. If you are a stakeholder, and haven't read the Plan, we urge you to do so and see for yourself: <http://www.actsafe.ca/wp-content/uploads/2011/05/Strategic-Business-Plan-2015-2017.pdf>. We look forward in 2016 to seeing the continued execution of the Plan.

Twenty-fifteen was also marked by significant operational developments. In particular, significant increases in Actsafe's service offerings, the expiry of Actsafe's lease and Marty's retirement afforded Geoff, Maureen and Anand, and all the staff of Actsafe, with challenges that were in all cases turned into opportunities for further development of Actsafe's mission. Thank you all for your 2015 contributions!

And last (but certainly not least) I would like to thank the directors of Actsafe, the standing committee members and all our stakeholders for allowing us to achieve our 2015 objectives.

**Jeff Christian**



Chair

# EXECUTIVE DIRECTOR'S REPORT

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Twenty fifteen was a pivotal year at Actsafe with a renewed mission and a three year strategic Plan that was the result of a year of deep stakeholder engagement. With this Plan came three new priorities to focus on; safety awareness training, records keeping, and expanding our presence and visibility.

In 2015, we focussed on the first of those priorities, to provide industry specific safety awareness training. A big part of that was a redesign of our most in demand course, the Motion Picture Safety Awareness Course. Actsafe's staff worked with adult education and instructional design experts at Limestone Learning to convert the course from a basic one-way lecture into an interactive and experiential based learning workshop. Since launching the new course format in the fall, learner feedback has been amazing! We are very proud of this course and anticipate this experiential approach to learning will be applied to all of our instructor led programs as we continue to improve our industry specific training courses.

We also began a campaign in the fall of 2015 to address ongoing concerns around the safe use of propane heaters in the motion picture and television production industry. Actsafe's Motion Picture Standing Committee worked for six months to bring together employers, unions and equipment suppliers to discuss this issue and develop resources to help increase awareness among workers of this particular hazard. The impetus for this campaign came from a few dedicated workers who shared with us their personal experiences and concerns as well as that of their co-workers; becoming advocates and ambassadors of safety in the workplace. This is a great reminder that workers are an extremely important part of any successful health and safety program!

The performing arts industries are an area where we focus much of our efforts to expand Actsafe's visibility and presence. Continuing what began in 2014 with outreach missions to areas outside of the Lower Mainland, in 2015 we visited performing arts venues in the North Island, the Kootenays and the Okanagan. The success of these missions are a direct result of the tireless efforts of Don Parman whose enthusiasm and positive energy help open doors and minds to safety conversations, sometimes for the first time.

Finally, none of the success of this year or the years to come would be possible without Actsafe's dedicated staff, who even with significant changes, managed to exceed expectations in all their efforts. I am very proud of the way that they have developed, adapted, and embraced our new mission and strategic Plan!

**Geoff Teoli**



*Executive  
Director*

# PUBLICATIONS AND ONLINE MEDIA

The use of Unmanned Aerial Systems (UAS's) continues to grow in the motion picture sector and industry stakeholders expressed a need for an updated safety bulletin on best practices for UAS use in the workplace.

In response, Actsafe achieved their goal of publishing a revised bulletin by the end of the year. The newly developed **UAS Safety Bulletin** reflects the current technology, recommended safety controls and is a comprehensive guideline on the safe use of a new and increasingly used filmmaking tool.

This bulletin would not have been possible without the hard work of Actsafe's UAS Bulletin Task Force, made up of members from B.C.'s film unions, the employers and studio representatives, UAS operators in B.C., and Transport Canada.

With this UAS bulletin, Actsafe also introduced a new call-sheet friendly design.

Easy-to-read, colourful and visually pleasing, you will gradually see all of the Actsafe bulletins and fact sheets switch over to this re-vamped design.





**actsafe** **First Aid Assessment Tool**

Available now [firstaid.actsafe.ca](http://firstaid.actsafe.ca)

**First Aid** Now it's easier than ever to assess your first aid needs and help ensure compliance with WorkSafeBC's first aid requirements.

**Web Based Tool** - accessible on any device, anywhere.

**6 Questions** Six simple questions provides you with a complete, printable list of equipment and personnel required to maintain the health and safety of all workers on set.

**What previously was exhaustive and complicated to complete now takes under a minute.**

**Ease of Use** No more deciphering tables, equipment lists and calculating hazard adjustment ratios to figure out your first aid requirements.

- WorkSafeBC Requirements
- Facilities Required
- Equipment List
- Staffing Needs
- Share and Store PDF

Try it now at [firstaid.actsafe.ca](http://firstaid.actsafe.ca)

In March 2015 Actsafe launched a handy web-based First-Aid Assessment tool to help figure out the necessary first-aid requirements for productions.

Number of online First-Aid assessments completed in 2015: **296**

In 2015 Actsafe created an informative video to clearly define the role of their organization.



# TRAINING AND CERTIFICATION

Actsafes safety training programs are running at full capacity and additional course dates were scheduled to accommodate the ongoing influx of new workers to the industry. Additionally, it was announced that Actsafe has been able to eliminate worker paid course fees for many of its basic safety awareness courses.

**2,905**  
people have attended Actsafe's Safety Awareness course since March 1999.



YEAR AND PREVIOUS NO. OF MOTION PICTURE SAFETY AWARENESS COURSE REGISTRANTS:



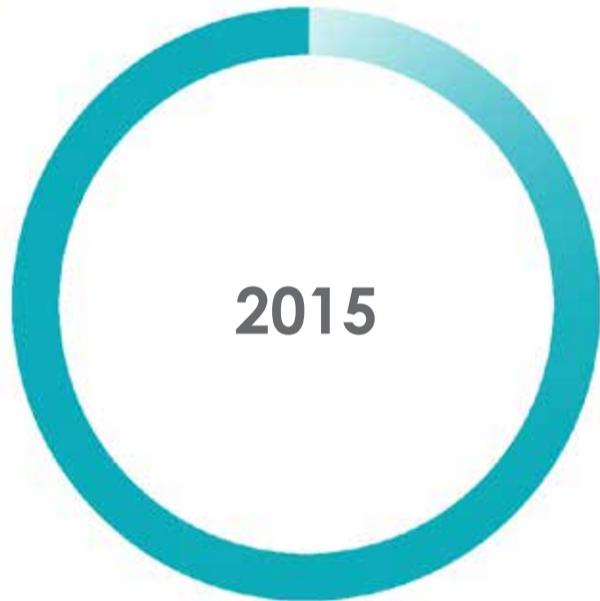
201



121



170



295 REGISTRANTS

"SAFETY SHOULD NOT BE COMPROMISED."

"I ENJOYED THE INTERACTION AND HOW ENGAGING THE COURSE WAS. I THINK OTHER FILM INDUSTRY COURSES COULD BE IMPROVED TO THE LEVEL OF THIS ONE."

What did you get the most value from in this course?

... SUGGESTIONS.  
... COURSE IS  
... KNOWLEDGEABLE AND  
... INTERACTIVE WITH  
... PARTICIPANTS."

What suggestions do you have for future improvements to this course?

"I FEEL MORE CONFIDENT IN MY ABILITY TO WORK ON SET."

"WORKERS MAKE THE INDUSTRY AND WORKERS NEED TO WORK SAFELY."

How has this workshop changed your perception of safety in the workplace?

# TRAINING AND CERTIFICATION

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...He continues to teach with the same mixture of “relaxed but serious” and he knew innately where each of us had our pitfalls and strengths. He addressed those immediately. He did that in a manner that was never condescending or embarrassing.



- Student, Operator Training



Actsafes continues to develop their relationship with Leavitt Machinery to provide Aerial Lift and Forklift training. Leavitt Machinery is an industry leader in operator and workplace safety.

Several of the Actsafe team supporting **Pink Shirt Day**.



# GIVING BACK TO OUR COMMUNITY

## ACTSAFE'S 2015 SPONSORSHIP & COMMUNITY INVOLVEMENT



Actsafes are award sponsors for the annual **Jessie Richardson Theatre Awards**. The Jessie Richardson Theatre Award Society is a non-profit charitable organization that exists to celebrate and promote the outstanding achievements of the Vancouver Professional Theatre community.

Through the **WorkSafeBC Safety Video Competition**, Actsafes sponsored the Honorable Mention Award 2015. High school students had the opportunity to create a video that explores the topic of bullying and harassment in the workplace. These were the recipients of the 2015 award:



*Southridge School, 'Haunted.'*



*Port Moody School, 'Distracted.'*

**TOTAL SPONSORSHIP 2015**

**\$4 525**



Actsafes collaborated with the Dancer Transition Resource Centre (DTRC) at their **'On The Move'** career planning and networking conference. Along with other arts service organizations, Actsafes were there to help young dancers make an inspired and informed transition into the dance profession.

# INDUSTRY OUTREACH

Industry outreach continued to be an effective way of engaging with the performing arts and motion picture communities throughout 2015.



## MOTION PICTURE OUTREACH

Actsafesafe, along with Lee Valley Tools of Vancouver, hosted an information session for members of B.C.'s motion picture construction departments. Workers learned about saw safety and what the SawStop family of saws can do to help prevent injuries.

## PERFORMING ARTS OUTREACH

The Dancer Health Task Force was struck in 2015 to look more closely at what Actsafesafe could do to help reduce injuries and illness in the professional dance community. Co-Chairs, Jessica Wadsworth and Debora Gordon facilitated three workshops in late 2015 that included participation from professional dancers, dance instructors, and health professionals. The Task Force is expected to complete it's work and issue a report with recommendation to Actsafesafe's Performing Arts Standing Committee in early 2016.



### MEMBERS OF THE ACTSAFE DANCER TASK FORCE:

#### Jessica Wadsworth

Co-coordinator Task Force;  
CADA West

#### Debora Gordon

Co-coordinator

#### Marla Eist

Associate Professor SFU  
Dance Department;  
presenter @ Healthy  
Dancer Conference

#### Rhonda Cooper

Retired dancer; physiotherapist

#### Amber Barton

Artistic Director of The Response  
Dance Society; dancer,  
choreographer and teacher

#### Darcy McMurray

Dancer, Pilates instructor

#### Lara Barclay

Dancer, teacher, choreographer,  
Lamon Dance

#### Katherine Ford

Owner and Instructor, Fitness Table

#### Ashley Whitehead

Dancer

#### Zaena Campbell

Dancer Transition Resource Centre

#### Astrid Sherman

Director of Pro Arte Dance School,  
Education Committee International  
Association for Dance Medicine and  
Science (IADMS)

#### Stuart Anderson

Physiotherapist, Performance  
Psychology, Healthy Dancer Canada



...reaching our members has been another amazing success and learning opportunity... There was an amazing outpouring of support and some incredible people along the way.

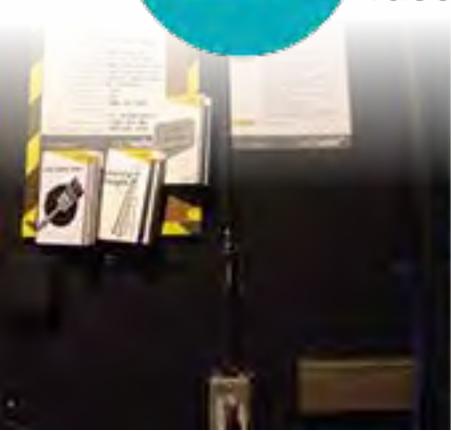
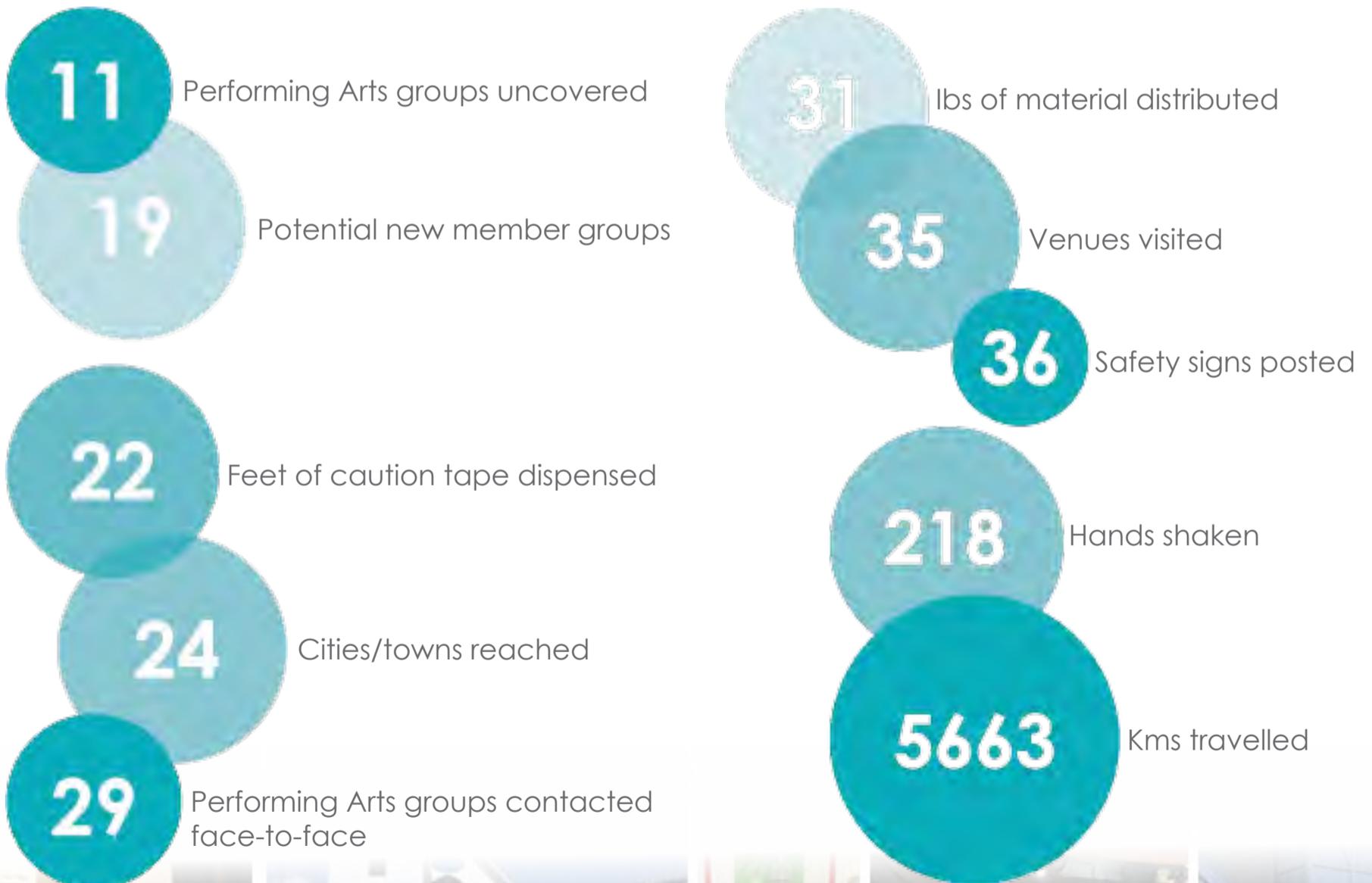


- Don Parman

On behalf of Actsafe, Don Parman continued face-to-face engagement with performance venues; targeting Vancouver Island and the central Interior regions.

Amongst his observations Don was happy to discover several groups had followed up on the recommendations he had mentioned in previous visits, which saw new safety boards installed, amateur groups working on safety plans for their organizations, several groups forming safety committees and many members completing the **LPEC** program.

## PERFORMING ARTS ENGAGEMENT OUTREACH IN NUMBERS



# HEALTH & SAFETY OVERVIEW

## CURRENT AVAILABLE WORKSAFE BC INJURY DATA:

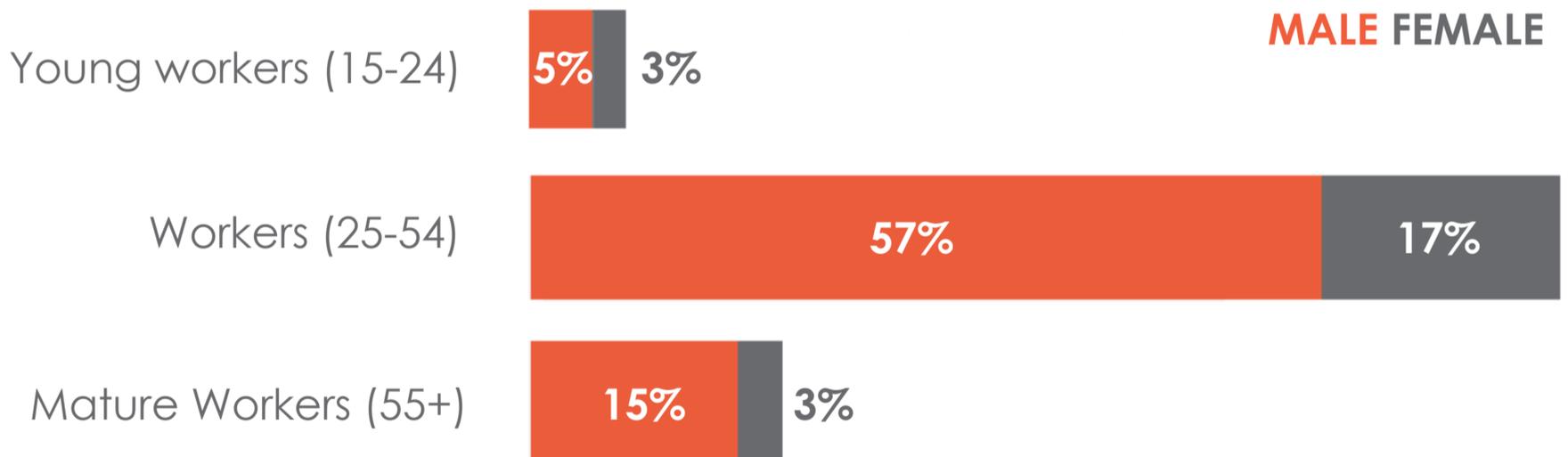
### TOP ACCIDENT TYPE

- Overexertion
- Struck By
- Fall From Elevation
- Fall on Same Level
- Other Bodily Motion

### TOP NATURE OF INJURY

- Other Strains
- Back Strain
- Fractures
- Contusion
- Laceration

## INJURED WORKER'S AGE GROUP:



**Propane Heater Safety**  
What you should know about Propane Radiant Heaters

- NEVER use flammable substances, such as aerosol sprays or liquids having flammable vapours, in space(s) with radiant heaters.
- NEVER place combustible objects, such as clothing or paper, or stand or sit within 1.37 m (4' 6") of radiant heaters.
- NEVER move or tamper with radiant heaters; only qualified persons should light or adjust these heaters.
- NEVER close tent flaps. Proper ventilation is required to prevent carbon monoxide poisoning.
- ALWAYS tell a supervisor if you observe unsafe conditions such as an unlevel or unsecured propane tank, the use of hair sprays or paints in the space, or a faulty or improperly functioning heater.

**actsafe**

**DANGER**  
NO FLAMMABLE LIQUIDS OR COMBUSTIBLE MATERIALS ALLOWED IN THIS AREA

Scan to Learn More

KNOW THE SIGNS AND SYMPTOMS OF CARBON MONOXIDE (CO) POISONING

If you or anyone else experience signs or symptoms of CO Poisoning:

1. Evacuate space immediately
2. Inform supervisor
3. DO NOT RE-ENTER the space until it has been declared safe.

Actsafes Propane Safety Awareness Campaign launched September 21st 2015. The campaign includes a propane safety placard that has been provided to tent suppliers to provide productions with each tent installation. Actsafes also ensures that placards and a short on-site **Propane Safety Awareness course** are available to any production who requests them, at no charge.

Actsafes's **AED Rental Program** can provide workplaces with a potential life-saving device for minimal cost.

IN 2015 ACTSAFE RENTED  
38 AED UNITS TO  
17 PRODUCTIONS



2015 saw Actsafes partner with **Reliable Hearing** to deliver respiratory fit testing, in addition to onsite hearing testing. The total number of hearing tests carried out in 2015 increased by 130% from 2014.

Qualitative  
Respirator Fit Tests  
carried out  
in 2015:  
**231**

Total no. of hearing tests  
carried out for productions and  
performing arts in the last 4  
years:



Reliable Mobile Hearing Testing is family owned and operated since 1992 and is recognized as the leading Mobile Hearing Test Provider in Canada.

# STAFF

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**Geoff Teoli**  
Executive Director

**Maureen Kaake**  
Operations Manager

**Anand Kanna**  
Manager, Communications Manager and  
Industry Engagement

**Pat Stewart**  
Staff Accountant

**Nicki Robertson**  
Operations Coordinator

**Carolyn Fisher**  
Reception

**Kathy Day**  
First-Aid Trainer

**Brian Fisher-Smith**  
Training and Industry Services Leader

# BOARD

**Jeff Christian**  
Chair

**Cheryl Nex**  
Treasurer

**Miles Muir**

**Dusty Kelly**

**Tracey Wood**

**Laurie Edmundson**

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## Actsafes would like to thank...

### Marty Clausen

After 14 years of dedication to health and safety in the industry, Marty took his official retirement at the end of February 2015. Marty's impact on the industry and the strong relationships he built were clearly evident from the many kind words spoken by committee and staff members.

### Catherine Roome

The 2015 AGM marked the last official meeting that Catherine served as Chair of Actsafes's Board of Directors. Catherine has been Actsafes's Chair since May 2010. In her time with Actsafes, Catherine has made key contributions in the organization's growth. Her strong leadership over the past 5 years has enhanced Actsafes's reputation as a reliable, trustworthy source for safety resources and training in B.C.'s entertainment industries.

# MOTION PICTURE

## STANDING COMMITTEE

<b>Chair</b> Geoff Teoli	<b>Alameda Entertainment B.C. (Disney)</b> Mark Elliott
<b>International Alliance of Theatrical Stage Employees – Local 891</b> Dusty Kelly	<b>Contract Services Administration Trust Fund</b> Matthew Antonucci
<b>Association of Canadian Film Craftspeople</b> Daryl Litke	<b>NBC/Universal</b> Paul Jordan
<b>Union of British Columbia Performers / ACTRA</b> Lori Stewart	<b>Paramount Pictures Corporation</b> Jonas Matz
<b>Directors Guild of Canada – British Columbia</b> Rob Larson	<b>Sony Pictures</b> John Clements
<b>Alliance of Motion Picture and Television Producers</b> Tracey Wood	<b>Twentieth Century Fox Canada</b> Frank Litchauer
<b>Teamsters – Local 155</b> Lorrie Ward	<b>Warner Bros.</b> Lowell Moore
<b>International Alliance of Theatrical Stage Employees – Local 669</b> Louise Baker-Griffiths	<b>Creative BC</b> Gordon Hardwick (Advisor)
<b>Canadian Media Production Association – BC’ Producers’ Branch</b> Gigi Boyd	<b>Studio Operations</b> Ron Hrynuik (Advisor)
	<b>IATSE International</b> Julia Neville (Advisor)

# PERFORMING ARTS

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## STANDING COMMITTEE

### **Chair**

Geoff Teoli

### **Canadian Institute of Theatre Technology**

Don Parman

### **Vancouver Civic Theatres**

Miles Muir

### **Dancer Transition Resource Centre**

Zaena Campbell

### **Vancouver Musicians Association – Local 145**

Gene Ramsbottom

### **Professional Association of Canadian Theatres**

Carey Dodge

### **Alliance for Arts and Culture**

Kevin Dale McKeown

### **Canadian Actors Equity Association**

Louis-Marie Bournival

### **Riggitt Services Inc.**

Matt Lees

### **Canadian Alliance of Dance Artists (CADA-BC)**

Jessica Wadsworth

### **International Alliance of Theatrical Stage Employees – Local 168**

Laurie Edmundson

### **Corporate & Special Events**

Erin Nelligan (Advisor)

### **IATSE International**

Julia Neville (Advisor)

### **International Alliance of Theatrical Stage Employees – Local 118**

### **Greater Vancouver Professional Theatre Alliance**

# FINANCIAL REPORTS

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**Actsafe Safety Association**  
Financial Statements  
December 31, 2015

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D&H Group LLP  
Chartered Professional Accountants  
10th Floor, 1333 West Broadway  
Vancouver, BC V6H 4C1

dhgroup.ca  
t 604.731.5881  
f 604.731.9923

## Independent Auditor's Report

To the Board of Directors of Actsafe Safety Association

### Report on the Financial Statements

We have audited the accompanying financial statements of Actsafe Safety Association, which comprise the statement of financial position as at December 31, 2015 and the statement of operations and changes in net assets and statement of 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.

#### *Auditor's 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 auditor's 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 auditor considers 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 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 Actsafe Safety Association as at December 31, 2015, 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.



D&H Group LLP  
Chartered Professional Accountants  
10th Floor, 1333 West Broadway  
Vancouver, BC V6H 4C1

dhgroup.ca  
t 604.731.5881  
f 604.731.9923

### Report on Other Legal and Regulatory Requirements

As required by the *Society Act* (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Vancouver, B.C.  
March 10, 2016

A handwritten signature in black ink that reads "D&amp;H Group LLP". The signature is written in a cursive, flowing style.

Chartered Professional Accountants

# Actsafes Safety Association

## Statement of Financial Position

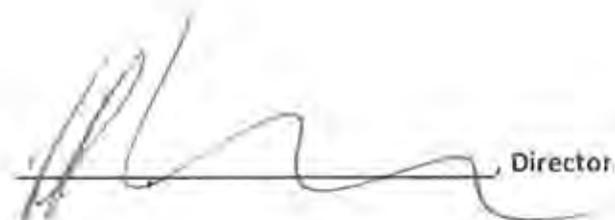
December 31, 2015

	2015	2014
	\$	\$
<b>Assets</b>		
Current assets:		
Cash and cash equivalents (Note 3)	362,932	241,357
Accounts receivable	3,447	3,821
GST/HST receivable	6,364	4,496
Interest receivable	3,716	5,642
Prepaid expenses	31,125	10,914
Inventory	-	1,498
	<u>407,584</u>	<u>267,728</u>
Investment (Note 3)	230,000	230,000
Property and equipment (Note 4)	34,958	60,914
Rental equipment (Note 5)	21,743	13,236
Prepaid rent	-	16,490
	<u>694,285</u>	<u>588,368</u>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable and accrued liabilities	30,112	30,520
Deferred revenue (Note 6)	1,985	4,113
Current portion of deferred lease inducements (Note 7)	1,326	3,174
	<u>33,423</u>	<u>37,807</u>
Deferred lease inducements (Note 7)	-	1,326
	<u>33,423</u>	<u>39,133</u>
Commitments under operating leases (Note 8)		
Subsequent event (Note 9)		
<b>Net assets</b>		
Internally restricted (Note 10)	230,000	230,000
Unrestricted	430,862	319,235
	<u>660,862</u>	<u>549,235</u>
	<u>694,285</u>	<u>588,368</u>

See accompanying notes to the financial statements.

Approved by the Board

 Director

 Director

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## Actsafes Safety Association

### Statement of Operations and Changes in Net Assets

Year ended December 31, 2015

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	2015	2014
	\$	\$
		(Note 11)
<b>Revenue</b>		
WorkSafe BC funding	890,000	814,486
Course fees	193,632	171,311
Interest income	10,083	8,461
Other income	10,764	2,339
	<u>1,104,479</u>	<u>996,597</u>
<b>Expenses</b>		
Salaries and benefits	390,477	389,551
Consultants and contractors	310,444	197,677
Rent	103,771	99,085
Furniture and equipment (Note 12)	33,314	40,013
Board and committee	21,168	20,834
Professional fees (Note 13)	19,949	16,043
Publication and materials	18,855	29,874
Office supplies	18,653	24,181
Miscellaneous	15,379	21,408
Travel	13,048	13,903
Technology	12,111	10,715
Training - staff	10,683	-
Advertising and sponsorships	7,831	9,561
Telecommunications and freight	7,366	7,888
Conference and meetings	6,573	1,080
Property taxes and general insurance	3,230	3,947
	<u>992,852</u>	<u>885,760</u>
<b>Excess of revenue over expenses for the year</b>	111,627	110,837
Balance, beginning of year	<u>319,235</u>	<u>208,398</u>
<b>Balance, end of year</b>	<u>430,862</u>	<u>319,235</u>

*See accompanying notes to the financial statements.*

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# Actsafes Safety Association

## Statement of Cash Flows

Year ended December 31, 2015

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	2015	2014
	\$	\$
<b>Cash flows from operating activities</b>		
Excess of revenue over expenses for the year	111,627	110,837
Items not affecting cash		
Amortization of deferred lease inducement	(3,174)	(3,174)
Amortization of rental equipment	3,502	4,740
Amortization of property and equipment	27,232	26,493
Changes in non-cash working capital		
Accounts receivable	374	(321)
GST/HST receivable	(1,868)	5,925
Interest receivable	1,926	(5,642)
Prepaid expenses	(3,721)	(7,381)
Inventory	1,498	(1,498)
Accounts payable and accrued liabilities	(409)	1,479
Deferred revenue	(2,128)	(1,639)
	<u>134,859</u>	<u>129,819</u>
<b>Cash flows from (used in) investing activities</b>		
Acquisition of property and equipment (Note 4)	(1,275)	(15,206)
Acquisition of rental equipment	(12,009)	(17,976)
Redemption of investment, net	-	20,000
	<u>(13,284)</u>	<u>(13,182)</u>
<b>Increase in cash and cash equivalents during the year</b>	121,575	116,637
Cash and cash equivalents, beginning of year	<u>241,357</u>	<u>124,720</u>
<b>Cash and cash equivalents, end of year</b>	<u>362,932</u>	<u>241,357</u>
<b>Cash and cash equivalents is comprised of</b>		
Cash	11,045	66,357
Term deposits	<u>351,887</u>	<u>175,000</u>
	<u>362,932</u>	<u>241,357</u>

*See accompanying notes to the financial statements.*

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2015

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### 1. Organization and economic dependence

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.

The Association is exempt from income taxation pursuant to Section 149 of the Income Tax Act as long as certain criteria continue to be met.

The Association is funded by the employers in B.C.'s motion picture and performing arts industries, through a levy on their WorkSafe BC assessments. These funds provide the operating funding for the Association's work as an industry-funded industry safety association. A change in this funding structure could have a significant impact on the Association's future operations.

### 2. Significant accounting policies

#### Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations which necessarily involves the use of estimates. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

#### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations require 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.

#### 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 when earned and when collection is believed to be reasonably assured.

#### Cash and cash equivalents

Cash and cash equivalents consist of cash and investments that are highly liquid.

#### Inventory

Inventory is valued at the lower of cost and net realizable value.

#### Investment

Investment consists of a term deposit and is recorded at amortized cost.

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2015

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### 2. Significant accounting policies - continued

#### Lease inducements

Lease inducements are deferred and amortized over the five year term of the lease on a straight-line basis.

#### Property and equipment

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

Leasehold improvements	- 20% straight-line
Office equipment	- 20% declining balance
Furniture and fixtures	- 20% declining balance

#### Rental equipment

Rental equipment consists of automated external defibrillators ("AED's") that are rented to customers on a cost-recovery basis. The AED's are recorded at cost and amortized over their five year estimated life on a straight-line basis.

### 3. Cash and cash equivalents and investment

Cash and cash equivalents consist of a cash balance of \$ 11,045 (2014 - \$ 66,357) and a term deposit of \$ 350,000 (2014 - \$ 175,000) earning interest at an annual rate of 1.20%, maturing July 17, 2016. Investment is comprised of a term deposit of \$ 230,000 (2014 - \$ 230,000) maturing January 27, 2017, earning interest at annual rates of 1.50%, 1.75% and 3.05% respectively for the three year term.

### 4. Property and equipment

	2015		
	\$		
	Cost	Accumulated amortization	Net
Leasehold improvements	109,715	96,549	13,166
Office equipment	40,960	23,087	17,873
Furniture and fixtures	28,789	24,870	3,919
	179,464	144,506	34,958

	2014		
	\$		
	Cost	Accumulated amortization	Net
Leasehold improvements	109,716	74,606	35,110
Office equipment	39,683	18,778	20,905
Furniture and fixtures	28,789	23,890	4,899
	178,188	117,274	60,914

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## Actsafes Safety Association

### Notes to the Financial Statements

December 31, 2015

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5. **Rental equipment** **2015**  
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	29,985	8,242	21,743

**2014**  
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	17,976	4,740	13,236

6. **Deferred revenue**

Deferred revenue consists of prepaid course fees of \$ 1,985 (2014 - \$ 2,745) and prepaid product sales of \$ Nil (2014 - \$ 1,368).

7. **Deferred lease inducements** **2015**  
\$ **2014**  
\$

Lease inducements received	15,870	15,870
Accumulated amortization	<u>14,544</u>	<u>11,370</u>
Balance of deferred lease inducements	1,326	4,500
Less: Current portion	<u>1,326</u>	<u>3,174</u>
	-	1,326

8. **Commitments under operating leases**

The Association is party to operating lease commitments for office premises and equipment. The office premise lease expires May 31, 2016. Minimum annual payments under the leases are as follows:

	\$
2016	31,070
2017	4,620
2018	4,620
2019	4,620
2020	<u>4,620</u>
	49,550

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2015

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9. **Subsequent event**

Subsequent to December 31, 2015, the Association entered into a lease for new office premises. Minimum annual payments under the leases are as follows:

	\$
2016	44,907
2017	58,988
2018	61,207
2019	63,426
2020	65,645
2021	<u>27,738</u>
	<u>321,911</u>

10. **Internally restricted net assets**

In 2012, the Board of Directors set aside, with approval from WorkSafe BC, \$ 250,000 to be used as a reserve fund. During 2014, the authorized reserve amount was reduced to \$ 230,000. This internally restricted amount is not available for other purposes without approval from the Board of Directors.

11. **Expense reclassification**

During the year, the Association reclassified its expense accounts in order to match the financial statement presentation with the budget expense classifications provided by WorkSafe BC.

The 2014 expense accounts were reclassified as follows:

	Current classification \$	Prior year classification \$
Salaries and benefits	389,551	
Promotion and outreach		5,880
Programs		186,924
Salaries and benefits		196,747
Consultants and contractors	197,677	
Industry and work site service		13,424
Industry training		177,545
Research and development		4,516
Professional fees		2,192
Furniture and equipment	40,013	
Product sales and rentals, net		5,671
Office		7,849
Amortization of property and equipment		26,493

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2015

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11. Expense reclassification - continued	Current classification \$	Prior year classification \$
Board and committee	20,834	
Stakeholders		7,509
Board of directors		13,325
Professional fees	16,043	
Board of directors		5,475
Professional fees		10,568
Publication	29,873	
Promotion and outreach		20,344
Research and development		9,530
Office supplies	24,181	
Promotion and outreach		6,733
Industry training		7,924
Programs		1,029
Office		8,495
Miscellaneous	21,408	
Industry training		5,208
Salaries and benefits		(1,988)
Promotion and outreach		12,862
Board of directors		856
Office		4,470
Travel	13,903	
Program		4,043
Salaries and benefits		9,860
Technology	10,715	
Promotion and outreach		1,007
Industry and work site service		3,588
Industry training		2,727
Office and miscellaneous		3,393
Advertising and sponsorship	9,561	
Promotion and outreach		9,561
Telecommunications and freight	7,888	
Promotion and outreach		5,137
Programs		1,392
Salaries and benefits		1,359
Conference and meetings	1,080	
Office		1,080
Property taxes and general insurance	3,947	
Insurance		3,947

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## Actsafes Safety Association

### Notes to the Financial Statements

December 31, 2015

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12. Furniture and equipment	2015	2014
	\$	\$
Cost of AED sales and rental		
Product sales and rental	(4,870)	(44,718)
Cost of sales	1,853	45,649
Rental amortization	<u>3,502</u>	<u>4,740</u>
	485	5,671
Furniture and equipment purchases	273	543
Furniture and equipment rental	5,324	7,306
Amortization of property and equipment	<u>27,232</u>	<u>26,493</u>
	33,314	40,013

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13. **Professional fees**

During the year, Board of Directors expenses include consulting fees of \$ 5,475 (2014 - \$ 5,475) related to the review of the Association's bylaws.

14. **Financial instruments**

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, interest receivable, investment, and accounts payable and accrued liabilities.

**Interest rate risk**

Cash and cash equivalents and investment include term deposits bearing interest at a fixed rate. The investments are therefore subject to interest rate price risk as fluctuations in the market rates of interest may increase or decrease their fair value.

**Credit risk**

Management considers the credit risk for cash and cash equivalents and investment to be minimal. Accounts receivable are exposed to credit risk due to the potential for counterparties to default on their contractual obligations. The maximum potential loss on all financial instruments is equal to the carrying amount of those items.

