

# 2017 ANNUAL REPORT

**actsafe**   
Safety Association

# CONTENTS

---

About Us.....	2
Joint Message from the Chair and Executive Director	3 - 4
Training and Certification.....	5 - 8
Publications and Digital Media.....	9 - 10
Events and Projects.....	11
Giving Back to Our Community.....	12
Industry Outreach.....	13 - 14
Health and Safety Overview.....	15 - 16
Who We Are	
Motion Picture Standing Committee.....	17
Performing Arts Standing Committee.....	18
Board and Staff.....	19
Financial Reports.....	20

# ABOUT US

---

## OUR VISION

The prevention and elimination of occupational disease, injuries and illness.

## OUR MISSION

To make British Columbia the safest place in the world for the production of motion pictures, television, live events and performing arts by providing trusted and reliable occupational health and safety education, training and resources to the employers, supervisors and workers we serve.



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

**T:** 604 733 4682

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

 **Office location and mailing address:**  
#140, 4259 Canada Way  
Burnaby, B.C.  
Canada  
V5G 1H1



# JOINT MESSAGE

## FROM THE CHAIR AND EXECUTIVE DIRECTOR



**Jeff Christian** - *Chair*



**Geoff Teoli** - *Executive Director*

2017 was a milestone year, marking the completion of 20 years of providing health and safety services and programs to the performing arts, live events, motion picture, and television industries!

2017 also marked the final year of the execution of the three-year strategic plan established in 2015. This annual report provides the perfect opportunity to reflect on the success of that plan before we launch into our third decade serving our members, stakeholders and community. In that last plan, we had three “milestone” goals that we wanted to reach by the end of 2017. Here is how we did.

Milestone #1: “To have an expanded offering of industry-specific safety awareness education programs to support employers health and safety programs and services in the sectors we serve.”

The evidence is clear in this report, and from the previous years, that we have not only met, but exceeded this milestone. 2017 saw the launch of three new safety awareness workshops; “*Safety for Supervisors*”, “*Joint Health and Safety Committee Fundamentals*”, and “*Performing Arts Safety Awareness*”.

Not only are we training thousands of workers, supervisors, and employers annually, but, these new programs are also being offered for free, which was one of the main objectives of the 2015-2017 business plan.

Milestone #2: “To offer an integrated safety records data keeping system that facilitates the transfer of safety training records between employers and workers without compromising security, data integrity, or privacy.”

In the fall of 2017 Actsafe launched the STAR system. Short for “Safety Training and Records”, STAR is a state-of-the-art, enterprise-level learning management system (LMS) that not only replaces our aging legacy database but brings multiple value-added features to its users.

New features include a new elegant and easy-to-use search interface, digital certificates, and a “Contact Me” feature to facilitate information sharing among stakeholders. Hosted on

Canadian servers with redundant backups and disaster recovery protocols, users can be assured that their training records are safe and secure at the highest possible level.

Milestone #3: “Increase physical and digital engagement with industry; providing worksite services, consulting services, and industry safety events combined with easy to access and use on-line resources and tools.”

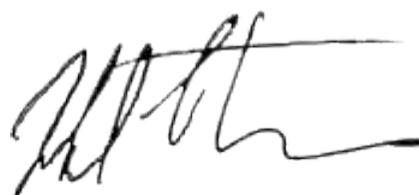
One of the most notable accomplishments towards this milestone is reflected in the “Actsafes Event Safety Conference” that had its inaugural year in 2017! As you will read more of in this report, the conference exceeded all expectations and is poised to become an annual event at Actsafes. Kudos must be given to Actsafes’s Communications team who were behind the success of this event.

Additionally, in 2016 Actsafes split its single Occupational Health and Safety staff position into two industry advisor positions. Both advisors have industry experience, knowledge, and professional networks as well as SSO (Site Safety Officer) certification from BCIT. As a result of their outstanding work, engagement in the workplace continues to be well received by our members, allowing us to consider continued growth over the coming years.

Unfortunately, one area that we fell behind target was in the deployment of an updated website to improve user experience with our online resources. While minor upgrades have been kept up, the big “reveal” of our new website didn’t happen in 2017 as expected. However, we are confident the wait will be worth it and it won’t be much longer!

As the year came to an end we also looked forward to the beginning of a new 5-year strategic plan developed in deep collaboration with our Standing Committee Members and approved by the Board of Directors at the end of 2017. It is from this tireless work and support of the volunteers who serve on our Committees and Board, WorkSafeBC, and countless other stakeholders that Actsafes’s star will continue to shine brightly as we enter our third decade of service!

**Jeff Christian**



Chair

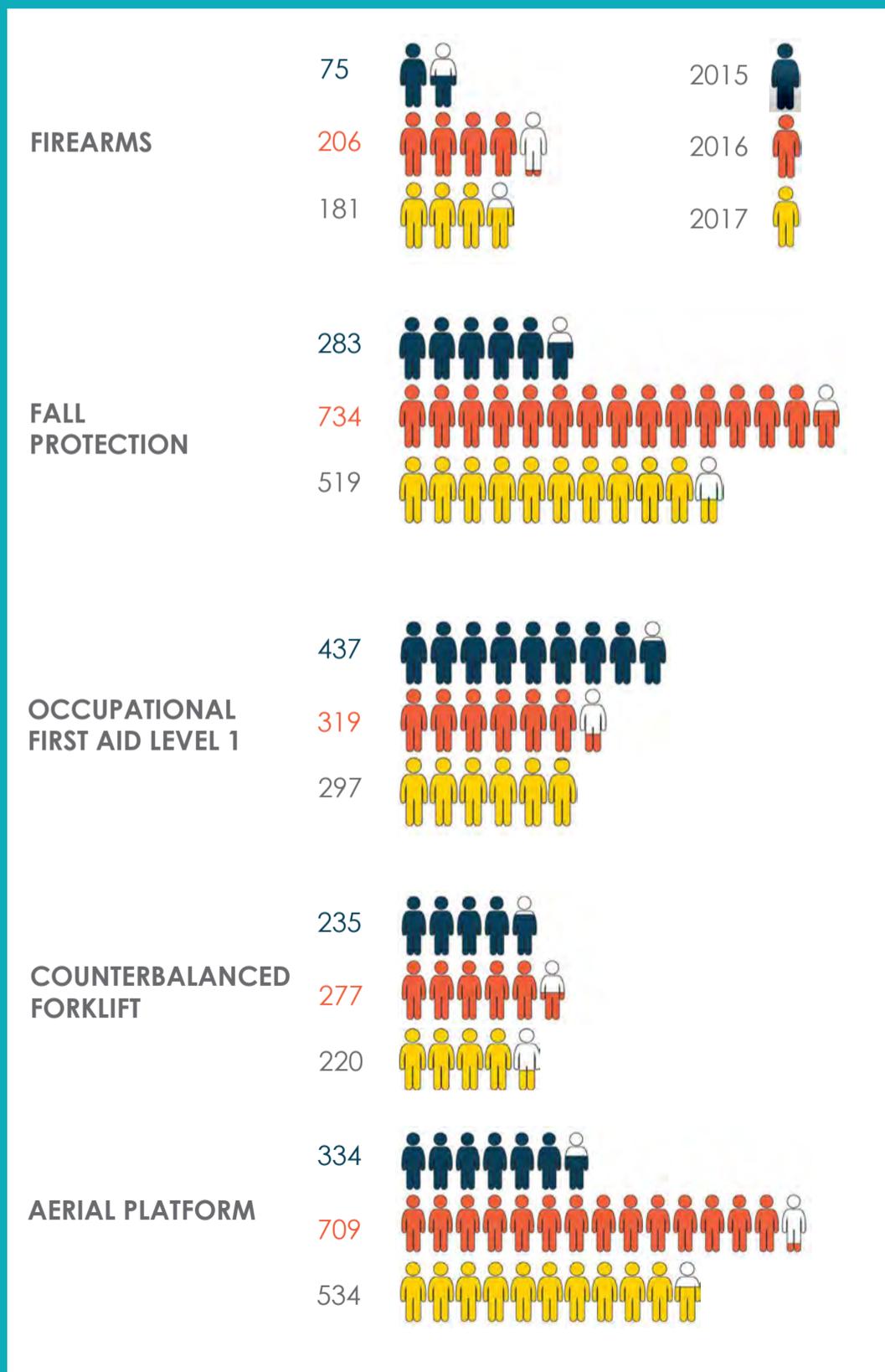
**Geoff Teoli**



Executive  
Director

# TRAINING AND CERTIFICATION

## YEAR OVER YEAR PARTICIPANTS IN ACTSAFE'S TOP 5 COURSES;

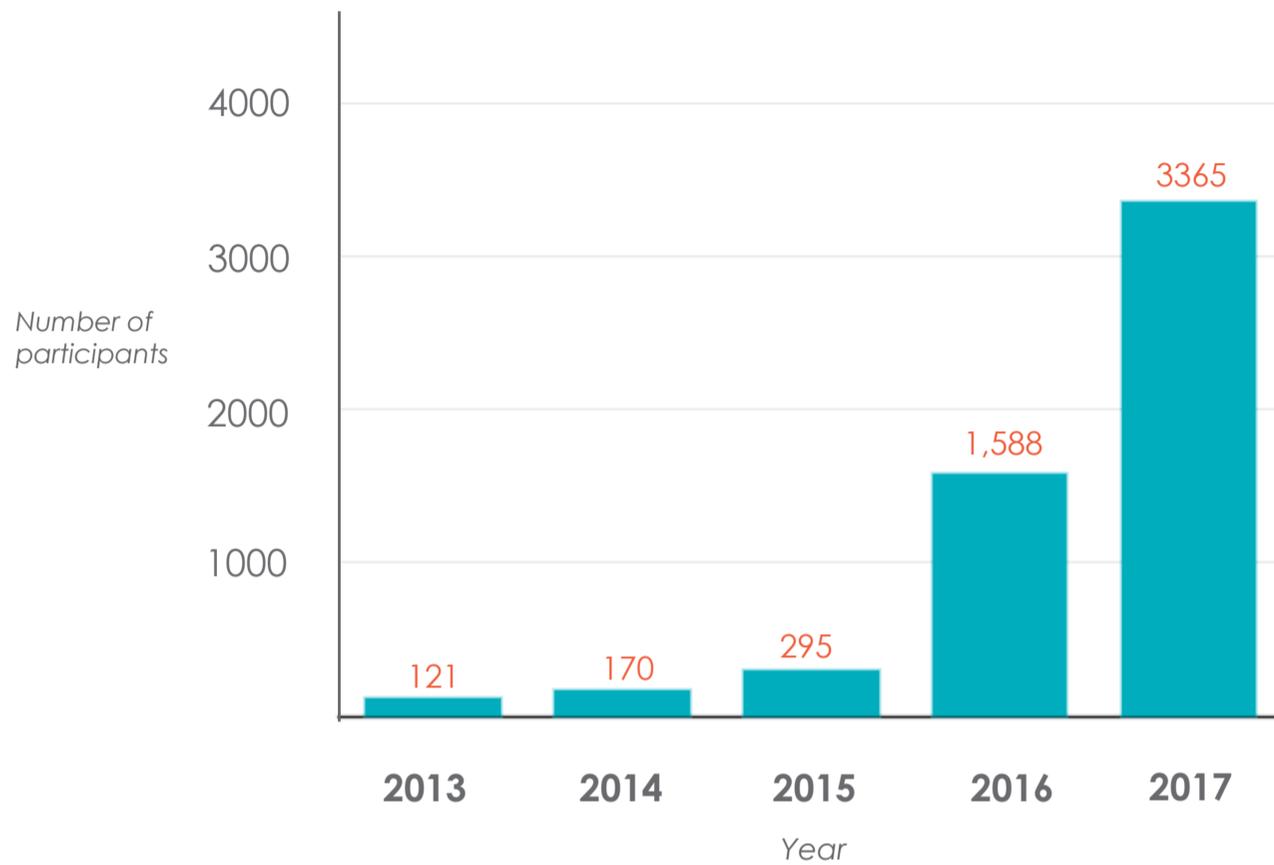


Number of people who took Actsafe's online WHMIS course;

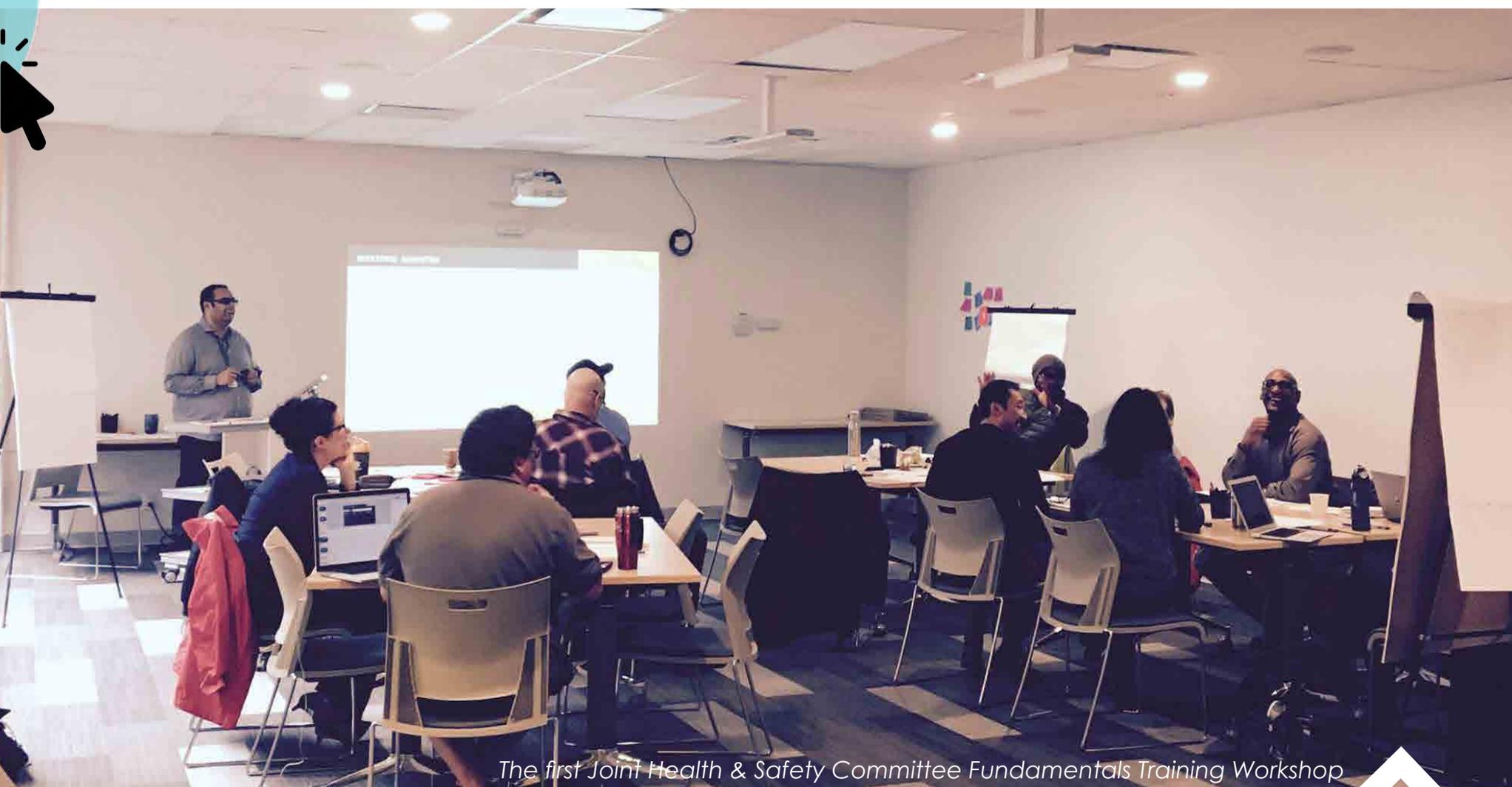
2016: **929**

2017: **696**

## YEAR OVER YEAR PARTICIPANTS IN ACTSAFE'S MOTION PICTURE SAFETY AWARENESS WORKSHOP



In October 2016, IATSE 891 joined the Director's Guild of Canada (DGC) and IATSE Local 669 in making Actsafe's Motion Picture Safety Awareness Workshop a mandatory requirement for membership to their union. Teamsters 155 joined in January 2017.



The first Joint Health & Safety Committee Fundamentals Training Workshop

# TRAINING AND CERTIFICATION

THROUGHOUT 2017 ACTSAFE LAUNCHED 3 NEW WORKSHOPS

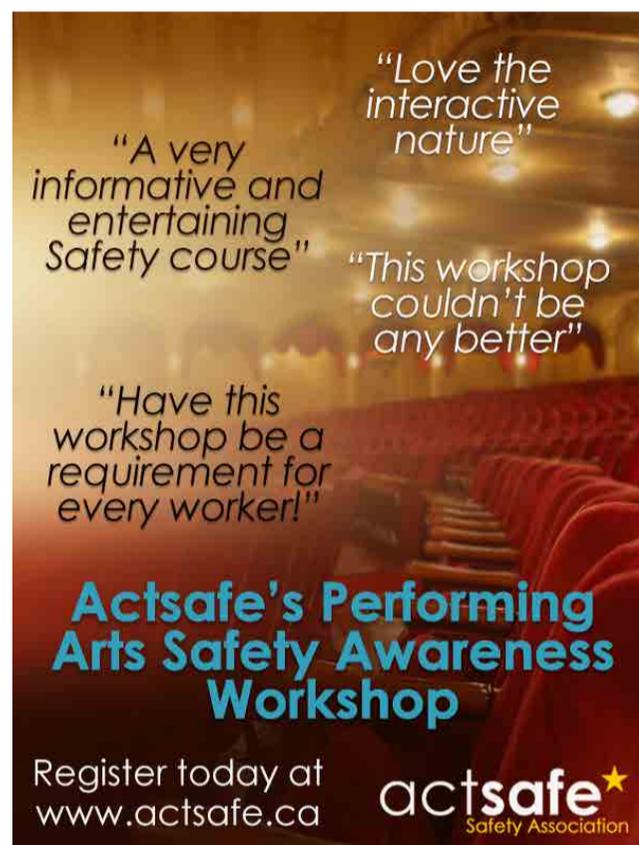


- **Performing Arts Safety Awareness**

Launched in February 2017, this free, four-hour highly interactive general safety workshop is designed specifically for the performing arts and live event industry. Topics covered include; identifying hazards; rights and responsibilities; and the importance of safety committees in the workplace.



No. of participants in 2017: **103**



- **Joint Health & Safety Committee Fundamentals Training**

In April 2017, additions to British Columbia's OHS regulations meant that training became mandatory for members of Joint Health & Safety Committees. To support WorkSafeBC's requirements, Actsafe began delivery of this training in March.



No. of people trained in 2017: **173**

- **Safety for Supervisors**

Launched August 17th this workshop is designed to provide all motion picture industry supervisors with a fundamental understanding of current WorkSafeBC regulations and their safety obligations. Filled with group activities and relevant discussion, Safety for Supervisors provides supervisors with the knowledge base to supervise their staff in a safe and effective manner.



No. of participants in 2017: **131**

# ANNOUNCEMENTS



On October 19, 2017, Actsafe's outdated legacy database "Passport" was replaced with the Safety Training and Records (STAR) System. This enterprise level Learning Management Systems (LMS), enables Actsafe to administer, track, manage, and report on training.

STAR also allows Actsafe to:

- upload a variety of custom course types,
- add certificates,
- create supplemental course materials,
- set pass marks, and much more.

Launching STAR also provided Actsafe with the opportunity to reach out to users using a custom built feature that enabled them to send a database-wide email. This email was an opportunity to introduce STAR, ask users to update their profiles and capture information such as their role or department in the industry and union affiliation.



Capturing this data will enable Actsafe to target their health & safety resources to specific groups.

STAR offers users a better platform for storing their training records that also allows them to email their certificates directly to their supervisors, etc. from their profile. Digital certificates are now issued for all Actsafe in-house courses and appear in a user's profile in real time, eliminating the risk of certificates being misplaced or lost in the mail. STAR also allows us to send reminders of upcoming training, online training that needs to be completed as well as certificates that are going to expire.

For the first 2.5 months after the launch, over 3000 of the 13,000+ profiles that were uploaded were activated and/or updated.

In 2017 the STAR system experienced zero interruptions to service.

## Did you know?

For the period between October 19 to December 31, 2017, the STAR System saved in

# PAPER

- **547** Safety Awareness certificates
- **33** Joint Health & Safety Committee certificates
- **48** Safety for Supervisor certificates
- **35** Firearm Safety certificates

# PUBLICATIONS

Throughout 2017, Actsafe continued to update and release several of their resources, these include;

## Camera Cranes - Motion Picture Safety Bulletin

These guidelines are intended to provide recommendations for the safe assembly and use of powered and manually operated counterbalanced camera cranes and telescopic camera cranes in the motion picture and tv industry and include;

- Regulatory requirements,
- Production requirements,
- Operating variables and control measures for cast and crew,
- Call sheet memo,
- Checklist,
- Safety meeting suggestions.

## EpiPen in your First Aid Kit - Motion Picture Fact Sheet

This new fact sheet is intended to provide information on the supply and use of an EpiPen as part of a first aid kit in the motion picture and television industries. The fact sheet includes;

- Regulatory requirements,
- Description of an EpiPen,
- Administration,
- Safe practice.

## Power Line Distance - Motion Picture Fact Sheet

This revised fact sheet on working close to energized overhead power lines covers;

- How to identify transmission towers,
- Minimum approach distance for working close to exposed electrical equipment or conductors,
- An explanation of the different types of cable running between typical utility lines.

## Tension Grid Safety - Performing Arts Fact Sheet

This fact sheet is intended to provide information on safe work procedures when working on a tension grid installed in a performing arts venue. The fact sheet includes;

- Description of a tension grid,
- Control measures for cast and crew safety,
- Safe practice.

You may find these, plus all of Actsafe's other resources, online at [actsafe.ca](http://actsafe.ca).



The collage features several Actsafe publications:

- Camera Cranes - Motion Picture Safety Bulletin 25**: Includes sections for Pre-Production (Planning), Regulatory Requirements, and Production Requirements. It features a 'CHECK LIST' with items like Full Risk Assessment, Power Line Clearance, and Safety Meeting.
- EpiPen in your First Aid Kit - Motion Picture Fact Sheet 18**: Contains Regulatory Requirements and a section on 'What is an EpiPen?'. It includes an image of an EpiPen.
- Power Line Distance - Motion Picture Fact Sheet**: Features a table for 'MINIMUM APPROACH DISTANCE FOR WORKING CLOSE TO EXPOSED ELECTRICAL EQUIPMENT OR CONDUCTORS'.
- Tension Grid Safety - Performing Arts Fact Sheet**: Includes a 'SAFE PRACTICE' section with a star icon.

The Actsafe logo is visible in the bottom right corner of the collage.



# DIGITAL MEDIA

## TOP 5 MOST VIEWED SAFETY BULLETINS ON THE ACTSAFE WEBSITE IN 2017;

### Performing Arts

- Rigging Systems and Flown Scenery
- Artificially Created Smokes, Fogs, and Lighting Effects
- Performer Flying and Aerial Stunts
- Flame Resistant Treatment of Scenic Elements
- Safety with Firearms

### Motion Picture

- Unmanned Aerial Systems
- Stunts
- Artificially Created Smokes, Fogs, and Lighting Effects
- Safety With Firearms
- Animal Handling Rules

## TOP 5 MOST VIEWED PAGES ON THE ACTSAFE WEBSITE IN 2017;

- Courses
- Motion Picture Safety Bulletins
- Contact Page
- Motion Picture Safety Awareness Workshop
- Aerial Platform Training

Actsafe discontinued printing their quarterly newsletter. Any industry news, updates and industry-specific information can be found in their monthly digital newsletter, Safety Scene. This digital newsletter can be easily viewed across all devices, subscribe here:

## SAFETY SCENE

**Announcing The New STAR SYSTEM**  
Safety Training And Records System

**New STAR System Launch**  
Actsafe Safety Association is pleased to announce the launch of our new Safety Training And Records System... Introducing the STAR System.

**Research Project - The use of Artificial Smoke & Fog**  
Actsafe Safety Association is crowdsourcing questions for a research project about the use of artificially created smoke and fog in the workplace.

**Actsafe Event Safety Conference 2018**  
Join us for Canada's largest conference dedicated to safety in the live event industry.

**Remembrance Day November 11th**  
The Actsafe Office Will be Closed Monday November 13th

**New Recruit**  
We've recently welcomed on board Golinder Giff as one of our new Motion Picture Safety Awareness Instructors.

**WorkSafeBC First Aid Advisory**  
Released in June 2017, WorkSafeBC's First Aid Advisory provides information about the things called bystanders and how the provision of immediate first aid can impact an employer's workplace emergency response plan.

Course	Current Fee	2018
Occupational First Aid - Level 1	\$55.00	<b>\$75.00</b>
Aerial Lift & Forklift, Inexperienced	\$243.00	<b>\$250.00</b>
Rough Terrain Forklift, Inexperienced	\$243.00	<b>\$250.00</b>
Aerial Lift & Forklift, Experienced	\$133.00	<b>\$150.00</b>
Rough Terrain Forklift, Experienced	\$133.00	<b>\$150.00</b>
Fall Protection	\$79.00	<b>\$100.00</b>
Transport of Dangerous Goods (TDG)	\$20.00	<b>\$35.00</b>
WHMIS	\$20.00	<b>\$35.00</b>
AED Rental	\$99/month	<b>\$109/month</b>

The above prices do not include GST.

**Safety Bulletins & Fact Sheets**  
Performing Arts Bulletins  
Motion Picture Bulletins

**Videos**  
Monthly Video Spotlight: Bullying & Harassment

Copyright © 2017 Actsafe Safety Association. All rights reserved.

**SUBSCRIBE**

# EVENTS AND PROJECTS

## INAUGURAL ACTSAFE EVENT SAFETY CONFERENCE



2017 was the year Actsafe began its now annual Event Safety Conference. The first of its kind here on the west coast, the aim was to encourage conversations amongst the live event community, create connections and provide delegates with health & safety resources they can take-away and share with their colleagues.

The conference was held over 3 days and opened with a gala dinner and keynote from Rick Antonson, former CEO of Tourism Vancouver. The following day included sessions all day, a trade show and, on the third day, Actsafe launched the Performing Arts Safety Awareness workshop.

The hard work and team effort helped make the conference an overwhelming success. To discover more, subscribe to conference updates [here](#).

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

### THE CONFERENCE BY NUMBERS

1,440

minutes of sessions

250

conference programs printed

170

delegates attended

50

books signed by author Rick Antonson

36

speakers

19

tradeshow exhibitors

16

90-minute sessions

14

delegates attended the launch of Actsafe's Performing Arts Safety Awareness workshop



TOTAL  
SPONSORSHIP 2017

\$4,800

# GIVING BACK TO OUR COMMUNITY

## ACTSAFE'S 2017 SPONSORSHIP & COMMUNITY INVOLVEMENT



### WorkSafeBC Student Safety Video Contest

The theme for WorkSafeBC's Student Safety Video Contest was 'Listen to your Gut', which challenged B.C. students to develop a creative, original video that explores this topic. Actsafe was pleased to sponsor the Grade 8-10 award, which went to Centennial Christian School (Terrace) for their entry 'Junior Speaks Up.'



### The Jessies

Actsafe continued to support the **Jessie Richardson Theatre Awards** by contributing as Award Sponsors for the annual award ceremony. 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.



Photo credit: The Jessies



### Dancer Transition Resource Centre's 'on the MOVE' Event

Actsafe supported the Dancer Transition Resource Centre (DTRC) at their '**on the MOVE**' career planning and networking conference. Along with other arts service organizations, Actsafe was there to help young dancers make an inspired and informed transition into the dance profession.



Photo credit: DTRC



### Day of Mourning - April 28th

Every year workers, families, employers and communities come together at ceremonies held around the province to remember those who have lost their lives to work-related incidents or occupational disease and renew our commitment to creating healthy and safe workplaces. Actsafe attended the ceremony at Hastings Park followed by a march to the Workers' Memorial Sanctuary.



# INDUSTRY OUTREACH

Industry outreach continued to be an effective way of engaging with the performing arts and motion picture communities throughout 2017.

**PERFORMING ARTS, VENUES  
AND EVENTS OUTREACH**



2017 was a year of continued progress on all fronts. From an epic 3300km road trip into the BC interior to invitations to four separate conferences in multiple disciplines including Theatre BC's mainstage event in Vernon, the ABCDE (drama teachers) conference, CITT/ICTS Conference in St John New Brunswick, all with great turn out and feedback. We also had increased interest in the Performing Arts Safety Awareness workshop (72 certificates) and two performing arts groups taking the Joint Health and Safety Committee Fundamentals Training.

But our greatest milestone was three post-secondary programs adding the Performing Arts Safety Awareness workshop to their curriculum! Capilano University, Douglas College and Simon Fraser University all signed up to add safety to their programs.



- Don Parman, Performing Arts Industry Advisor

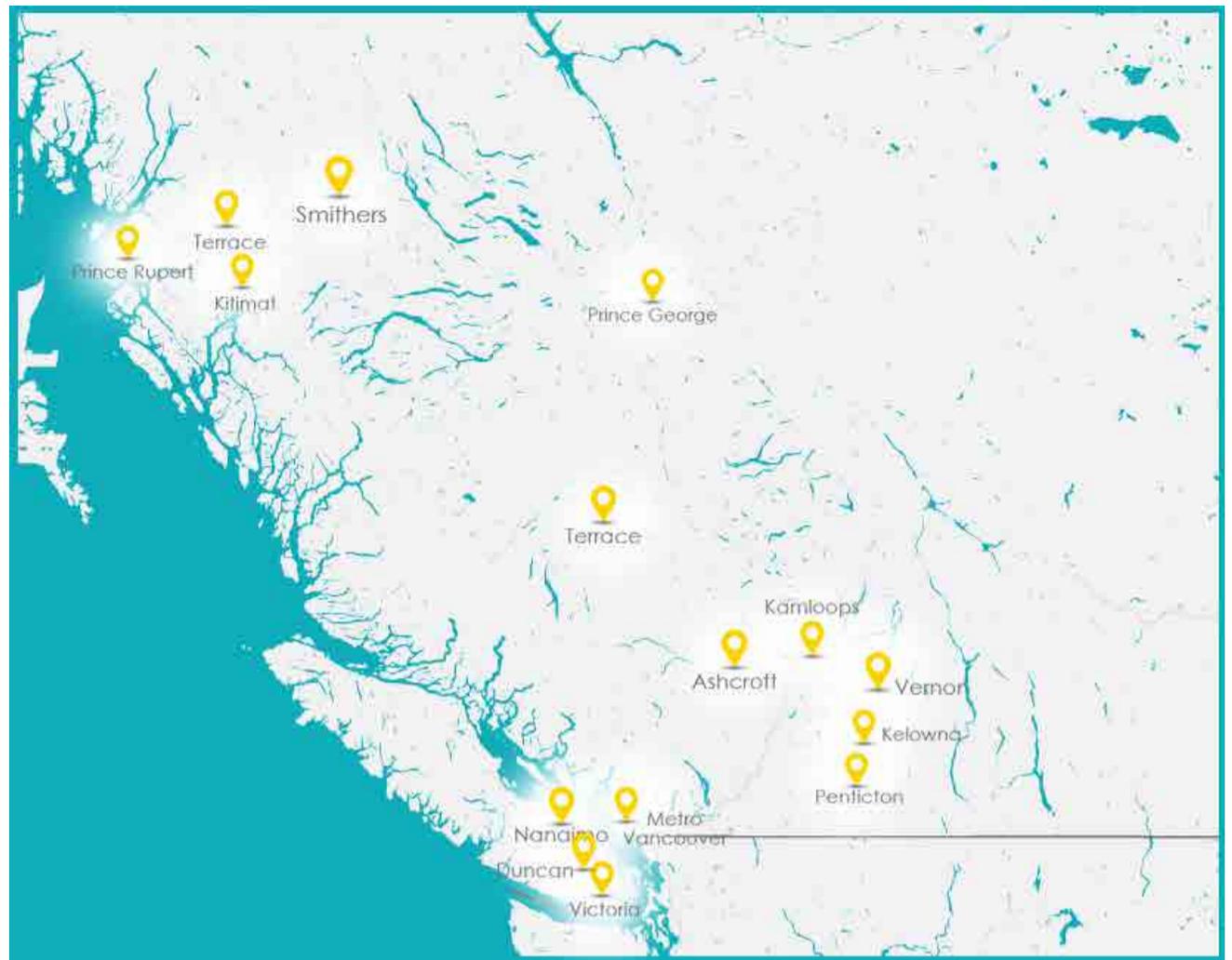
*What's Wrong With This Picture? This activity can be found in the Performing Arts Safety Awareness Workshop.*





Actsafes Performing Arts Industry Advisor, Don Parman, visited and formed connections with members in the outer reaches of British Columbia as part of the Actsafes outreach program. Click the map to discover some of the places Don visited, including;

- Deep Cove Theatre
- Genesis Theatre
- Ashcroft Opera House
- CN Centre
- Lester Centre
- McColl Playhouse
- PG Playhouse
- REM Lee Terrace
- Sunset Theatre
- Theatre Northwest
- Tom Rooney
- Vanier Hall



Performing Arts Industry Advisor outreach to Smithers, B.C.

There were continuing levels of high interest for the Actsafes Motion Picture Safety Awareness workshop to be held in Victoria, B.C. Anand Kanna, Actsafes Motion Picture Industry Advisor, has delivered the workshop on the island twice before; once in September 2016 and in January of 2017. Both were very well attended as was the workshop held in Victoria in May. It is expected that the Motion Picture Safety Awareness workshop will continue to be delivered on the island three to four times per year.

## MOTION PICTURE OUTREACH

There was also demand for the new Joint Health & Safety Committee Fundamentals Training to be held on the island. Actsafes is happy to deliver any of their courses to other areas in BC provided there is a venue, demand and marketing. Please get in touch with Actsafes if this is of interest to you; **email**.

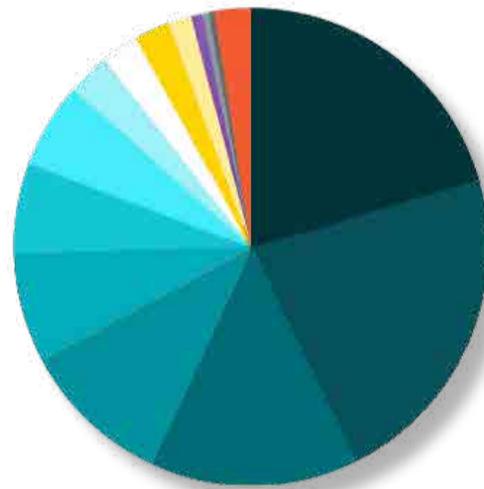
# HEALTH & SAFETY

## OVERVIEW

Current data taken from the WorkSafeBC Industry Safety Information Centre showing the causes of injuries and claim counts in Actsafe's industries over a five-year period.

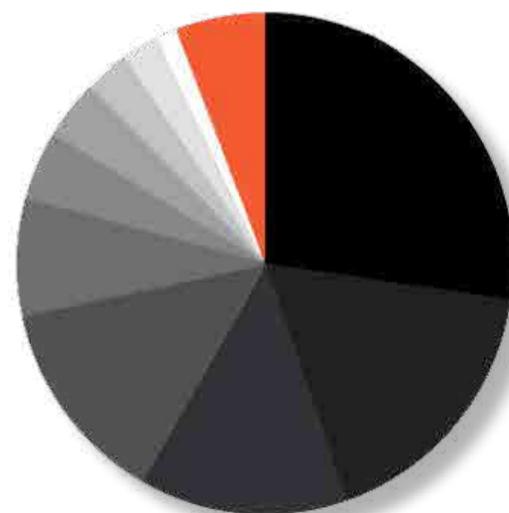
### Performing Arts, Venues, and Events

- 54 ■ Struck by
- 50 ■ Overexertion
- 35 ■ Fall from elevation
- 25 ■ Fall on same level
- 18 ■ Struck against
- 15 ■ Other bodily motion
- 14 ■ Caught in
- 7 ■ Repetitive motion
- 6 □ Industrial & other vehicle accidents
- 6 ■ Acts of violence, force
- 4 ■ Involuntary motion
- 2 ■ Matter in the eye
- 1 ■ Rubbed, abraded
- 1 ■ Exposure to toxic substances
- 6 ■ Other

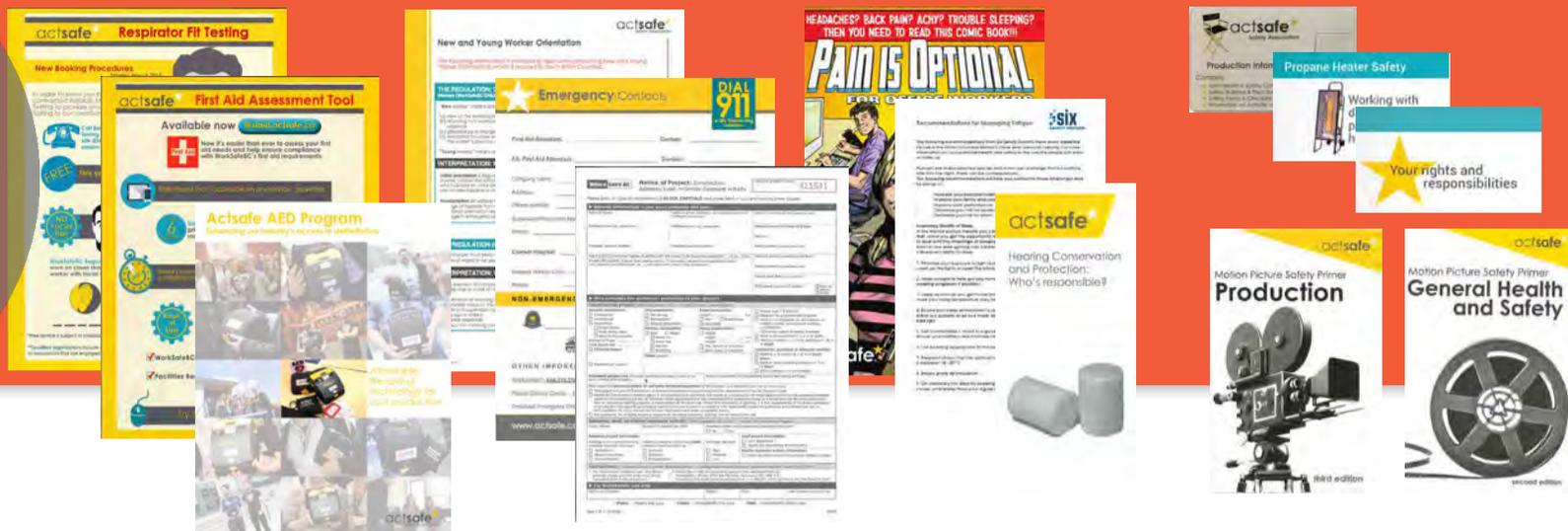


### Motion Picture

- 558 ■ Overexertion
- 354 ■ Struck by
- 280 ■ Fall from elevation
- 273 ■ Fall on same level
- 154 ■ Struck against
- 91 ■ Involuntary motion
- 78 ■ Other bodily motion
- 60 ■ Caught in
- 49 ■ MVI
- 27 □ Repetitive motion
- 120 ■ Other



2017 Actsafe distributed **83** production packages



Production packages are available for every new production here in B.C. Contact us for your free pack [here](#).

Actsafe's **AED Rental Program** provides workplaces with a potentially life-saving device for minimal cost.

IN 2016 ACTSAFE RENTED:



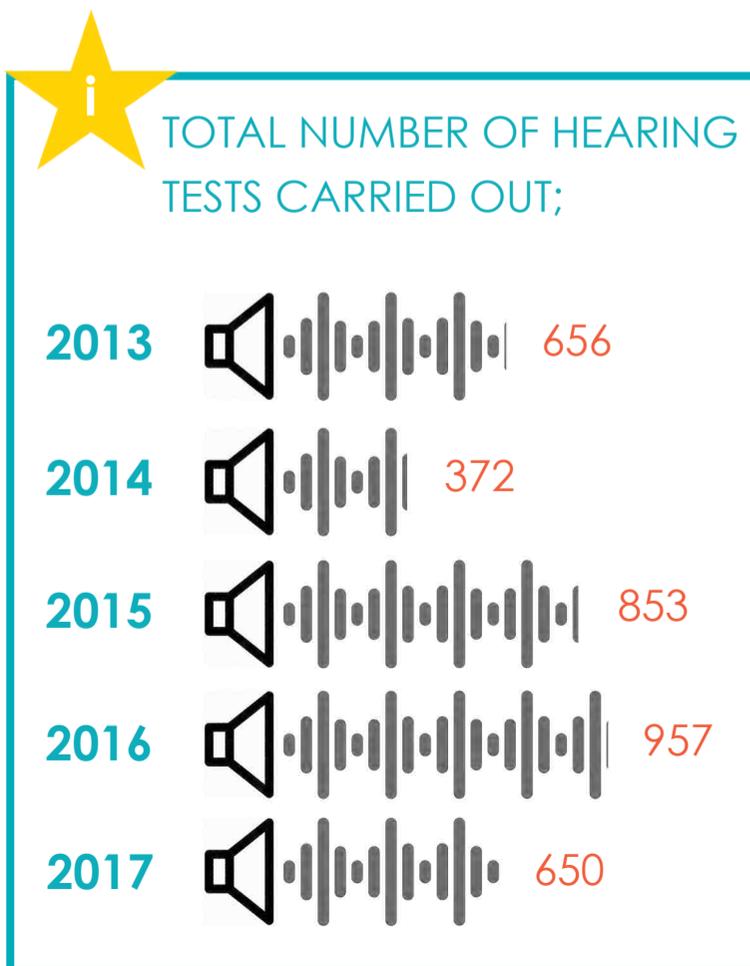
IN 2017 ACTSAFE RENTED:



## RESPIRATOR FIT AND HEARING TESTING

Actsafe Safety Association provides an industry-wide respirator fit testing program for any organization involved in the motion picture, television and performing arts industries. In partnership with Reliable Hearing, Actsafe's long-time hearing testing provider, Actsafe provides this respirator fit test service in combination with hearing tests.

Number of respirator fit tests;  
2016: **545**  
2017: **803**



Actsafe is governed by the industries it represents. It operates through two standing committees that represent the motion picture and performing arts communities respectively.

# MOTION PICTURE

## STANDING COMMITTEE

### **Chair**

Geoff Teoli

### **International Alliance of Theatrical Stage Employees – Local 891**

Mitch Davies

### **Association of Canadian Film Craftspeople**

Daryl Litke

### **Union of British Columbia Performers / ACTRA**

Lori Stewart

### **Directors Guild of Canada – British Columbia**

Rob Larson

### **Alliance of Motion Picture and Television Producers**

Tracey Wood

### **Teamsters – Local 155**

Shawn Henter

### **International Alliance of Theatrical Stage Employees – Local 669**

Louise Baker-Griffiths

### **Warner Bros.**

Lowell Moore

### **Canadian Media Production Association – BC Producers' Branch**

Gigi Boyd<sup>1</sup>/Jennifer Buchanan

### **Alameda Entertainment B.C. (Disney)**

Sion Dettra/Mark Elliott

### **Contract Services Administration Trust Fund**

Matthew Antonucci

### **NBC/Universal**

Paul Jordan

### **Paramount Pictures Corporation**

Jonas Matz

### **Sony Pictures**

Eric Busch

### **Twentieth Century Fox Canada**

Frank Litchauer/Bill Smith

### **Fox Cable**

Dolores Salman

### **IATSE International**

Julia Neville (Advisor)

### **WorkSafeBC**

Ed Dowling<sup>2</sup> (Advisor)

Lisa Houle (Advisor)

Kim Stubbs (Advisor)

<sup>1</sup> Member of the Motion Picture Standing Committee until February, 2017.

<sup>2</sup> Advisor on the Motion Picture Standing Committee until July, 2017.

# PERFORMING ARTS

## STANDING COMMITTEE

### **Chair**

Geoff Teoli

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

Amanda Peters<sup>4</sup>/Beverly Edgecombe

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

Matt Frankish

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

Mike Phelan

### **Vancouver Civic Theatres**

Miles Muir

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

### **Dancer Transition Resource Centre**

Zaena Campbell<sup>3</sup>

### **Canadian Actors Equity Association**

Jennifer Riedle

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

Gene Ramsbottom

### **The Dance Centre**

Robin Naiman

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

Carey Dodge

### **Underground Circus**

Peter Boulanger

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

Jessica Wadsworth

### **Riggitt Services Inc.**

Matt Lees

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

Laurie Edmundson

### **IATSE International**

Julia Neville (Advisor)

### **BC Touring Council**

Michael Cade

### **WorkSafeBC**

Ed Dowling<sup>2</sup> (Advisor)

Lisa Houle (Advisor)

Kim Stubbs (Advisor)

<sup>3</sup> Member of the Performing Arts Standing Committee until July, 2017.

<sup>4</sup> Member of the Performing Arts Standing Committee until March, 2017.

# BOARD

---

**Jeff Christian**  
Chair

**Nancy Harwood**  
Vice Chair

**Cheryl Nex**  
Treasurer

**Miles Muir**  
Performing Arts Employer Representative

**Laurie Edmundson**  
Performing Arts Worker Representative

**Tracey Wood**  
Motion Picture Employer Representative

**Dusty Kelly<sup>5</sup>/Tom Adair**  
Motion Picture Worker Representative

# TEAM

**Geoff Teoli**  
Executive Director

**Maureen Kaake**  
Operations Manager

**Don Parman**  
Performing Arts Industry Advisor

**Anand Kanna**  
Manager, Communications and  
Industry Advisor, Motion Picture

**Ella Pritchard**  
Communications Coordinator

**Pat Stewart**  
Accountant

**Nicki Robertson**  
Administrative Coordinator

**Carolyn Fisher**  
Receptionist/Administrative Assistant

**Cheryl Uphill<sup>6</sup>**  
Facilitator

<sup>5</sup> Member of the Board until June, 2017.

<sup>6</sup> Member of the Actsafe Team until December, 2017.

# FINANCIAL REPORTS

---

---

**Actsafes Safety Association**  
**Financial Statements**  
December 31, 2017

---



## 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, 2017 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, 2017, 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 *Societies 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 19, 2018

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, 2017

---

	2017	2016
	\$	\$
<b>Assets</b>		
Current assets		
Cash and cash equivalents	119,503	287,246
Term deposit (Note 3)	230,000	230,000
Accounts receivable	8,839	8,328
GST/HST receivable	5,921	4,944
Interest receivable	4,537	6,586
Prepaid expenses and deposits	<u>37,377</u>	<u>27,840</u>
	406,177	564,944
Property and equipment (Note 4)	220,913	286,520
Rental equipment (Note 5)	<u>25,334</u>	<u>33,930</u>
	652,424	885,394
<hr/>		
<b>Liabilities</b>		
Current liabilities		
Accounts payable and accrued liabilities	63,414	56,390
Deferred revenue (Note 6)	10,456	4,149
Current portion of deferred lease inducements (Note 7)	29,007	29,007
Current portion of obligation under capital lease (Note 8)	<u>7,265</u>	<u>6,685</u>
	110,142	96,231
Obligation under capital lease (Note 8)	25,252	32,516
Deferred lease inducements (Note 7)	<u>70,100</u>	<u>99,107</u>
	<u>205,494</u>	<u>227,854</u>
Commitments under operating leases (Note 9)		
<b>Net assets</b>		
Internally restricted (Note 10)	230,000	230,000
Unrestricted	<u>216,930</u>	<u>427,540</u>
	<u>446,930</u>	<u>657,540</u>
	652,424	885,394

---

See accompanying notes to the financial statements.

Approved by the Board

 \_\_\_\_\_, Director

 \_\_\_\_\_, Director

---

# Actsafes Safety Association

## Statement of Operations and Changes in Net Assets

Year ended December 31, 2017

---

	2017	2016
	\$	\$
		(Note 16)
<b>Revenue</b>		
WorkSafe BC funding	940,000	920,000
Course fees	289,895	326,519
Interest income	9,740	10,486
Other income (Note 15)	<u>120,980</u>	<u>92,521</u>
	<u>1,360,615</u>	<u>1,349,526</u>
<b>Expenses</b>		
Salaries and benefits (Note 13)	638,715	502,066
Consultants and contractors	366,978	362,971
Technology	111,586	116,512
Rent	102,454	102,660
Furniture and equipment (Note 11)	95,208	72,189
Conference and meetings	64,236	24,648
Professional fees (Note 12)	51,296	34,058
Travel	30,073	10,763
Office supplies	25,438	26,830
Miscellaneous	15,559	20,112
Board and committee (Note 14)	15,300	13,750
Advertising and sponsorships	11,326	4,314
Training - staff	10,797	13,244
Telecommunications and freight	9,743	6,028
Publication and materials	9,509	30,029
Property taxes and general insurance	7,049	7,498
Interest on capital lease	3,080	1,741
Repairs and maintenance	<u>2,878</u>	<u>3,435</u>
	<u>1,571,225</u>	<u>1,352,848</u>
<b>Excess (deficiency) of revenue over expenses for the year</b>	(210,610)	(3,322)
Balance, beginning of year	<u>427,540</u>	<u>430,862</u>
<b>Balance, end of year</b>	<u>216,930</u>	<u>427,540</u>

See accompanying notes to the financial statements.

---

# Actsafes Safety Association

## Statement of Cash Flows

Year ended December 31, 2017

---

	2017	2016
	\$	\$
<b>Cash flows from (used in) operating activities</b>		
Excess (deficiency) of revenue over expenses for the year	(210,610)	(3,322)
Items not affecting cash		
Amortization of deferred lease inducement	(29,007)	(18,247)
Amortization of rental equipment	13,120	10,308
Amortization of property and equipment	65,492	48,766
Amortization of equipment under capital lease	7,622	4,234
Changes in non-cash working capital		
Accounts receivable	(511)	(4,881)
GST/HST receivable	(977)	1,420
Interest receivable	2,049	(2,870)
Prepaid expenses and deposits	(9,537)	3,285
Accounts payable and accrued liabilities	7,024	26,277
Deferred revenue	6,307	2,164
	<u>(149,028)</u>	<u>67,134</u>
<b>Cash flows from (used in) investing activities</b>		
Acquisition of property and equipment	(7,506)	(304,561)
Acquisition of rental equipment	(4,525)	(22,495)
	<u>(12,031)</u>	<u>(327,056)</u>
<b>Cash flows from (used in) financing activities</b>		
Proceeds from deferred lease inducement	-	145,035
Repayments of capital lease obligation	(6,684)	(3,142)
Proceeds from capital lease obligation	-	42,343
	<u>(6,684)</u>	<u>184,236</u>
<b>Increase (decrease) in cash and cash equivalents during the year</b>	(167,743)	(75,686)
Cash and cash equivalents, beginning of year	<u>287,246</u>	<u>362,932</u>
<b>Cash and cash equivalents, end of year</b>	<u>119,503</u>	<u>287,246</u>
<b>Cash and cash equivalents is comprised of</b>		
Cash	19,503	37,246
Guaranteed investment certificate	<u>100,000</u>	<u>250,000</u>
	<u>119,503</u>	<u>287,246</u>

---

See accompanying notes to the financial statements.

---

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2017

---

### 1. Organization and economic dependence

Actsafes Safety Association (the "Association") was incorporated under the *Society Act* (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* (Canada) 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 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.

#### 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 guaranteed investment certificates with a maturity of less than 90 days at the time of purchase.

#### Deferred lease inducements

Lease inducements received are deferred and amortized on a straight-line basis over five years, being the term of the lease on the Association's premises, and is offset against rent expense.

---

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2017

---

### 2. Significant accounting policies - continued

#### 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

#### Leases

Leases are classified as either capital or operating leases. A lease that transfers substantially all the benefits and risks incidental to the ownership of property is classified as a capital lease. All other leases are accounted for as operating leases wherein rental payments are amortized on a straight-line basis over the term of the lease to rental expense. At the inception of a capital lease, an asset and an obligation is recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of such lease.

#### 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. Term deposit

Term deposit of \$ 230,000 (2016 - \$ 230,000) maturing January 27, 2020, earning interest at annual rates of 1.10%, 1.50% and 2.20% respectively for the three year term.

### 4. Property and equipment

	<b>2017</b>		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	200,783	75,294	125,489
Office equipment	100,053	45,442	54,611
Furniture and fixtures	<u>80,981</u>	<u>40,168</u>	<u>40,813</u>
	381,817	160,904	220,913
	<b>2016</b>		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	200,783	25,098	175,685
Office equipment	96,584	32,224	64,360
Furniture and fixtures	<u>76,943</u>	<u>30,468</u>	<u>46,475</u>
	374,310	87,790	286,520

Included in property and equipment are assets under a capital lease with a cost of \$ 42,343 (2016 - \$ 42,343) and accumulated amortization of \$ 11,856 (2016 - \$ 4,234).

---

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2017

---

5. **Rental equipment** **2017**  
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	57,004	31,670	25,334

**2016**  
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	52,480	18,550	33,930

6. **Deferred revenue**

Deferred revenue consists of prepaid course fees of \$ 1,900 (2016 - \$ 4,149) and deferred revenue for the 2018 Actsafes Event Safety Conference of \$ 8,556 (2016 - \$ Nil).

7. **Deferred lease inducements** **2017**  
\$ **2016**  
\$

Lease inducements received	145,035	145,035
Accumulated amortization	<u>45,928</u>	<u>16,921</u>
Balance of deferred lease inducements	99,107	128,114
Less: Current portion	<u>29,007</u>	<u>29,007</u>
	70,100	99,107

8. **Obligation under capital lease**

The Company leases office equipment under a capital lease that expires during the fiscal year ending December 31, 2021. The following is a schedule of the future minimum lease payments required under the capital lease:

	\$
2018	9,988
2019	9,988
2020	9,988
2021	<u>9,155</u>
Total minimum lease payments	39,119
Less: GST rebate	780
Less: Imputed interest at 9.51%	<u>5,822</u>
	32,517
Less: Current portion	<u>7,265</u>
	25,252

---

---

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2017

---

### 9. Commitments under operating leases

The Association leases its premises and office equipment under operating leases that expire between the fiscal years ending December 31, 2020 and December 31, 2021. The Company is obligated to make the following minimum lease payments under its operating leases:

	\$
2018	65,827
2019	68,046
2020	70,265
2021	<u>27,738</u>
	<u>231,876</u>

The Association is also obligated to pay its share of property taxes and operating expenses, which totalled \$ 61,698 in the current year (2016 - \$ 35,772). The minimum annual payment for 2018 is expected to be \$ 59,479, with future years not expected to fluctuate significantly from that amount over the term of the lease expiring December 31, 2021.

### 10. Internally restricted net assets

The Board of Directors set aside, with approval from WorkSafe BC, \$ 230,000 to be used as a reserve fund. This internally restricted amount is not available for other purposes without approval from the Board of Directors.

### 11. Furniture and equipment

	2017	2016
	\$	\$
Cost (recovery) of AED units		
Sales	-	(9,385)
Cost of sales	<u>-</u>	<u>10,232</u>
	-	847
Amortization of equipment under capital lease	7,622	4,234
Amortization of property and equipment	65,492	48,766
Amortization of rental equipment	13,120	10,308
Furniture and equipment purchases	3,280	1,353
Furniture and equipment rental	<u>5,694</u>	<u>6,681</u>
	95,208	72,189

### 12. Professional fees

During the year, the Association incurred consulting fees of \$ 11,522 (2016 - \$ 17,097) related to the review of the Association's bylaws and the Association's transition to the new British Columbia Societies Act.

### 13. Remuneration paid to employees and contractors

Under the new *Societies Act* (British Columbia), the Association is required to disclose the total number of employees and contractors earning over \$ 75,000 and total remuneration paid during the fiscal year. During the 2017 fiscal year, 1 employee (2016 - 1 employee) earned over \$ 75,000 and was paid a total of \$ 122,011 (2016 - \$ 116,225).

---

# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2017

---

### 14. Remuneration paid to directors

Under the new *Societies Act* (British Columbia), the Association is required to disclose any remuneration paid to directors during the fiscal year. Honoraria paid to directors was as follows:

	2017	2016
	\$	\$
Chair	2,300	2,350
Vice Chair	2,700	2,450
Treasurer	1,500	1,250
Director, Worker Representative - Motion Picture	1,000	1,500
Director, Employer Representative - Performing Arts	2,100	2,250
Director, Worker Representative - Performing Arts	<u>1,800</u>	<u>1,850</u>
	11,400	11,650

---

### 15. Other income

Other income includes the following revenue net of related costs:

	2017	2016
	\$	\$
First aid kit sales	1,632	1,943
Cost of sales	<u>(1,632)</u>	<u>(1,943)</u>
	-	-
AED rentals	38,862	24,332
Related costs	<u>(2,826)</u>	<u>(3,032)</u>
	36,036	21,300

---

### 16. Comparative figures

Certain 2016 figures have been reclassified to conform to the presentation used in the current year.