

2018 ANNUAL REPORT

actsafe 
Safety Association



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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.



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Office location and mailing address:

#140, 4259 Canada Way
Burnaby, B.C.
Canada
V5G 1H1

Actsafes Safety Association would like to acknowledge and honour that our workplace and classrooms are located on the traditional, ancestral and unceded territory of the Skwxú7mesh (Squamish), S'ólh (Stó:lō), Qayqayt (Qayqayt), sə́ilwətaʔ4 (Tseil-Waututh) and Stz'uminus (Stz'uminus) peoples.



@actsafe



@actsafe



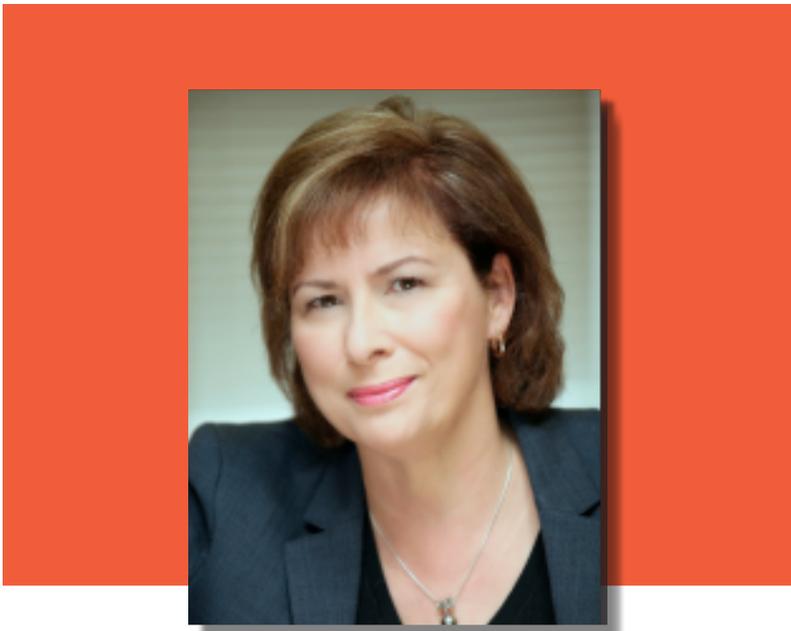
@actsafe



Actsafes Safety Association



Actsafes Safety Association



MESSAGE FROM THE CHAIR

Peering down nervously through the grid of the catwalk beneath my feet, I silently wondered, "how did I get here? ... take a deep breath... this is awesome!"

Since becoming Chair of Actsafe in 2018, I've had many such opportunities to learn first hand a little more about what you - the workers and employers in the performing arts, live events, and motion picture and television industries – do in your workplaces. I am struck by the skill and passion you bring to your work, and the compassion you have for one another – whether as performers, directors, producers, supervisors or technicians. I am pleased to be here at Actsafe, and to have a small part to play in helping to ensure your ongoing health, safety and success.

Celebrating our twentieth year in 2018, we reflected back on Actsafe's history. Created in 1998, by a small group of people with a vision to provide members with resources and leadership in safety, Actsafe is proud to be one of the first health and safety associations in BC. Twenty years on, through the work of Actsafe's dedicated staff, and volunteer Standing Committees and Board of Directors, the commitment to our members is as strong as ever.

This year Actsafe began implementing its 5-year [strategic plan](#). As an important part of that, we identified and targeted the most critical health and safety needs in your workplaces in order to develop resources to help you meet those needs.

Recognizing that our resources should be as engaging as possible, as befits the entertainment industry, Actsafe continued to innovate. For example, we redesigned our website to improve user experience with our online resources. We enhanced our STAR system to help employers and workers better connect with one another. Plus, we saw the talented staff at Actsafe don their writer, director and performer hats to create a fun and interactive

approach to orientations. Be sure to check out the new online Motion Picture Safety 101 - General Safety Awareness Course [here](#).

While 2018 was a celebratory year for Actsafe, it was also one of great transition. This message would not be complete without acknowledging some of the many people who contributed to making the year a success while facing much change.

The outgoing Chair, Jeff Christian, and former Executive Director, Geoff Teoli, made significant contributions to Actsafe over the past five years in their respective leadership roles. Don Parman stepped in as Interim Executive Director, and together with the Actsafe team, ensured a seamless transition into 2019. The members of the Standing Committees, and the Board of Directors, tirelessly volunteered to attend regular meetings and participate on committees. Our WorkSafeBC representatives were, as always, very collegial and helpful. A special thanks to my fellow members of the search committee, who enthusiastically devoted their time to successfully recruiting our new Executive Director - Manu Nellutla.

Finally, thanks to you, the members of Actsafe, for your ongoing support. I hope you share in our anticipation of Actsafe's exciting next chapter as, under new leadership, we continue to roll out new and innovative services and resources to help ensure everyone's health and safety in our industry.

Nancy Harwood

Chair

MESSAGES FROM THE INTERIM AND CURRENT EXECUTIVE DIRECTOR



2018 marked our 20th anniversary and another amazing year moving safety forward in the BC entertainment industry. It was also a year of successes tempered with challenges, both old and new. With the launch of Actsafe Injury Prevention Week, we added a new event for the Motion Picture Industry to look forward to, and another avenue for Actsafe to deliver its amazing content.

The success of the Actsafe Event Safety Conference has been amazing. The second edition was extremely well received and led to innovations and collaborations that will resonate through 2019 and beyond.

The conversion of Motion Picture Safety Awareness to an online learning tool was an amazing experience, and I believe it will be a watershed moment for the organization moving forward.

From my temporary seat at the helm of the organization, I believe the most notable success was the transition to new leadership. Change is always the truest test of an organization's resilience, and Actsafe proved it has the experience and skills to navigate difficult change.

The Board, Standing Committees, and most notably the Team, did an exemplary job of keeping Actsafe on course while we found new leadership.

Thank you all for your hard work and support.

Here's to another 20 years!

Don Parman

A handwritten signature in black ink, appearing to read 'Don Parman'.

*Executive Director
Interim*

"We keep moving forward, opening new doors, and doing new things, because we're curious and curiosity keeps leading us down new paths" – Walt Disney.

I take this opportunity to introduce myself to you all and say how excited I am to join the Actsafe Safety Association team at this exciting juncture - completing 20 years and moving into the next decade. This is definitely the time for the organization to move forward, open new doors and explore new avenues for growth. With the five-year strategic plan guiding us, I am looking forward to the development of new resources, services and programs that will increase the value added to our industry members by enhancing and strengthening their health and safety program.

As I look forward to leading the team at Actsafe, I would like to take this opportunity to thank the interim Executive Director, Don, and all the team members who have continuously supported the industry during the transition period into new leadership. This past year they have accomplished a lot; some of these highlights you can read through in this report. I am also confident donning this role knowing that I can always rely on direction from the Board of Directors and the valuable inputs from the Standing Committees.

We are here to help you all in keeping BC's entertainment industry safe and we will strive hard for that.

Manu Nellutla

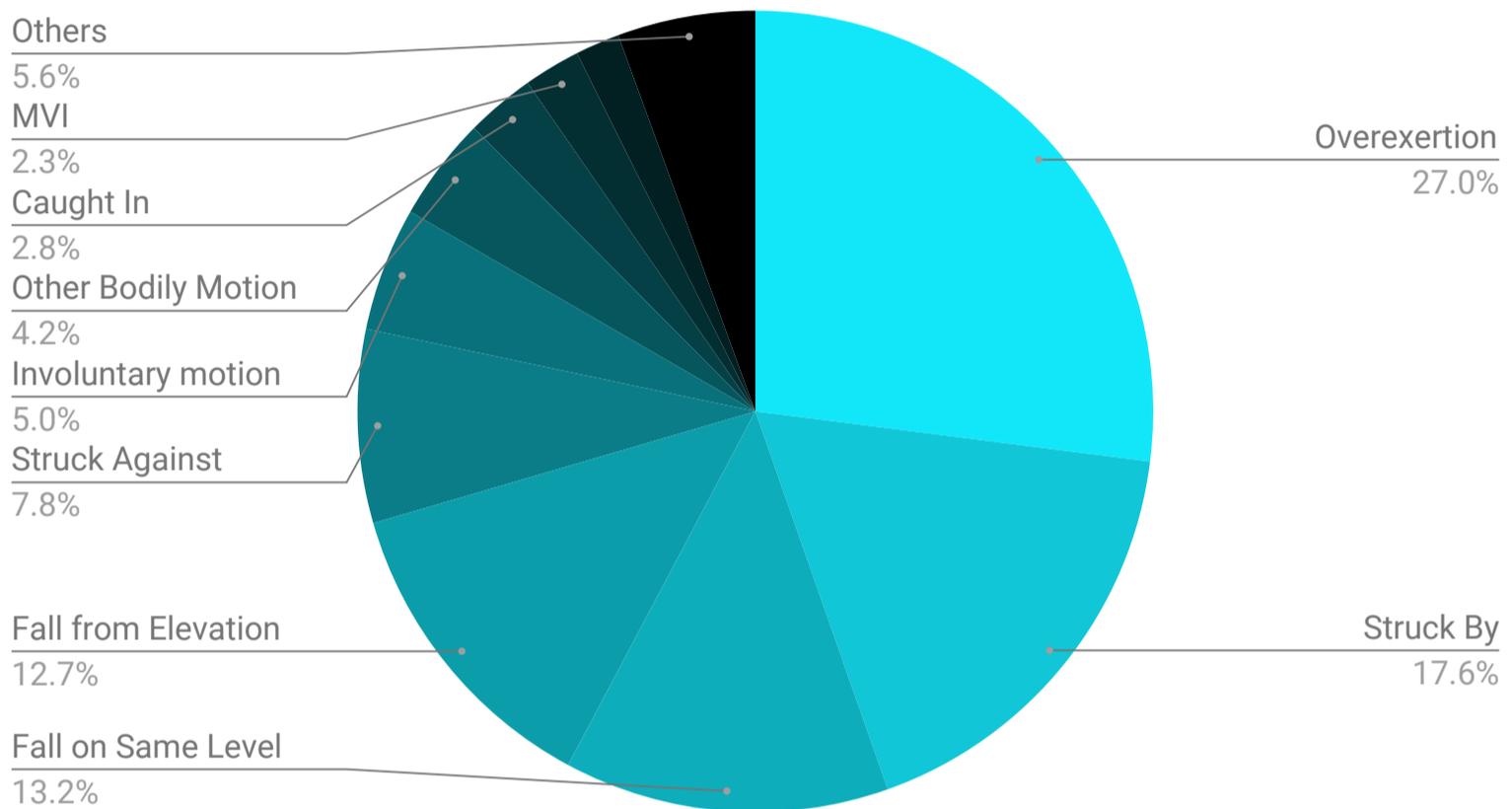
A handwritten signature in black ink, appearing to read 'Manu Nellutla'.

*Executive Director
(Since March 2019)*

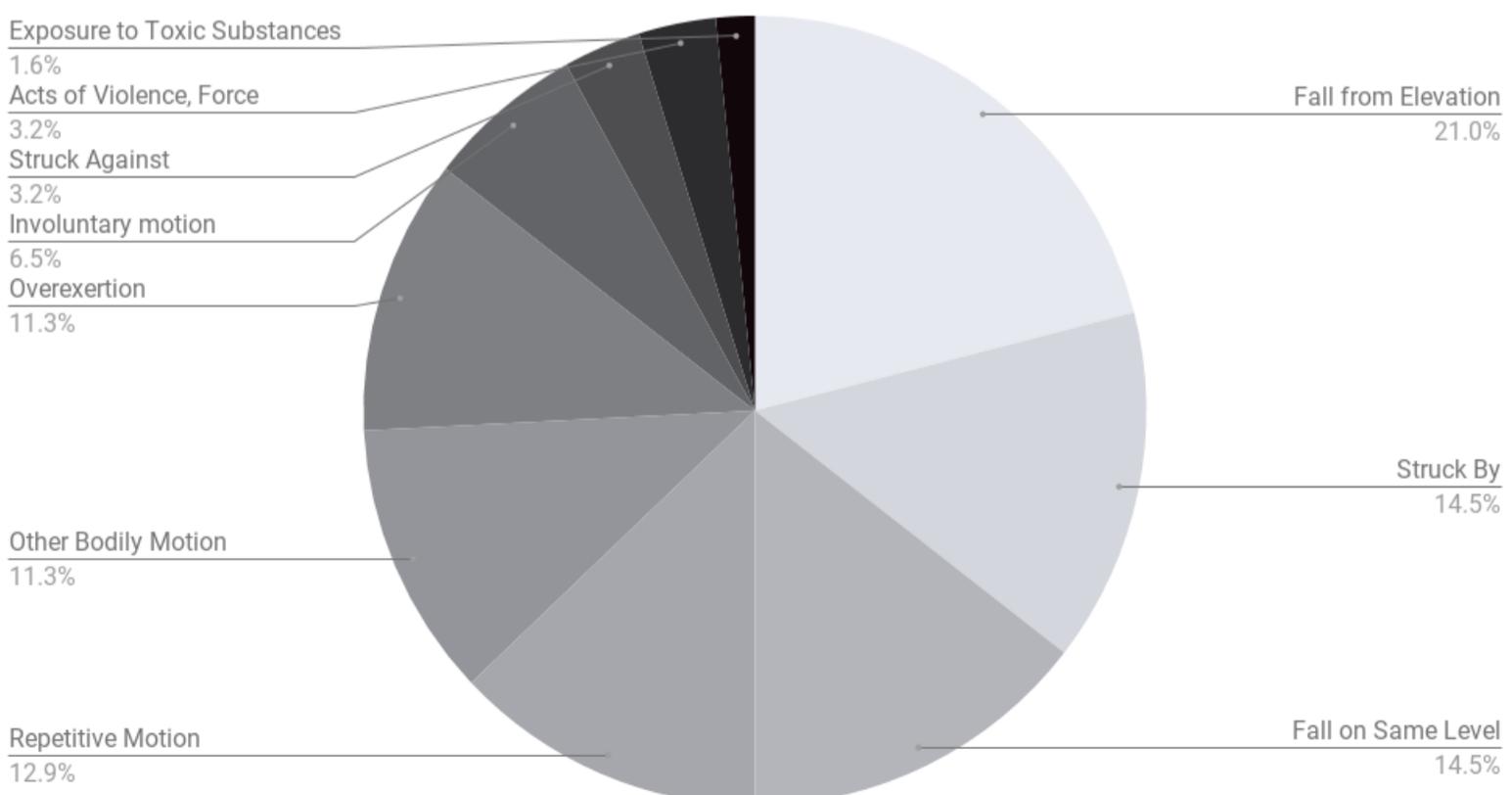
INDUSTRY HEALTH & SAFETY OVERVIEW

Data taken from the WorkSafeBC Industry Safety Information Centre showing the leading causes of injuries and claim counts in Actsafe's industries over a five-year period (March 2014 - March 2019).

Motion Picture, Commercial or Television Production (Classification Unit 763025)

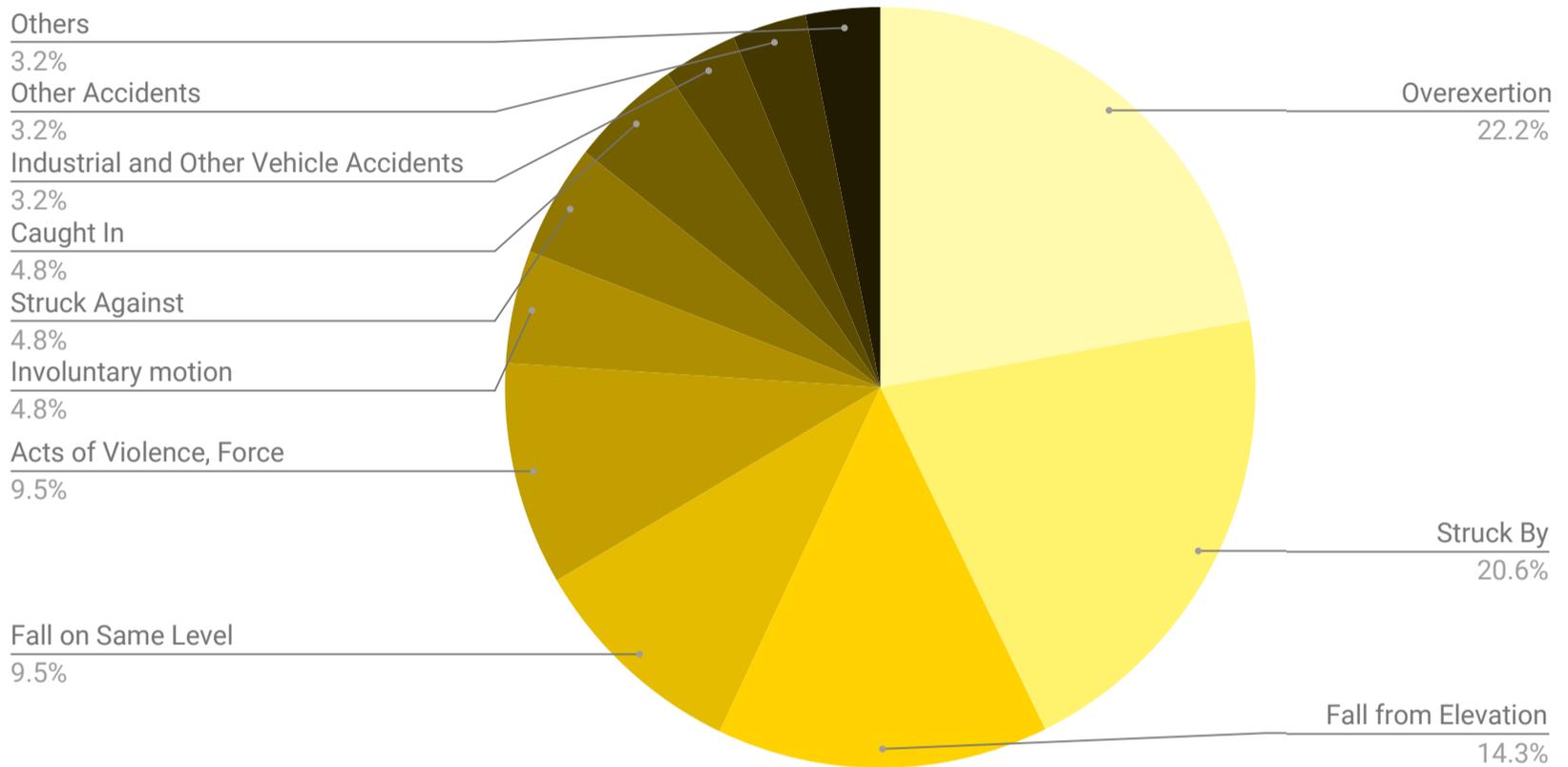


Performing Arts (Classification Unit 761030)

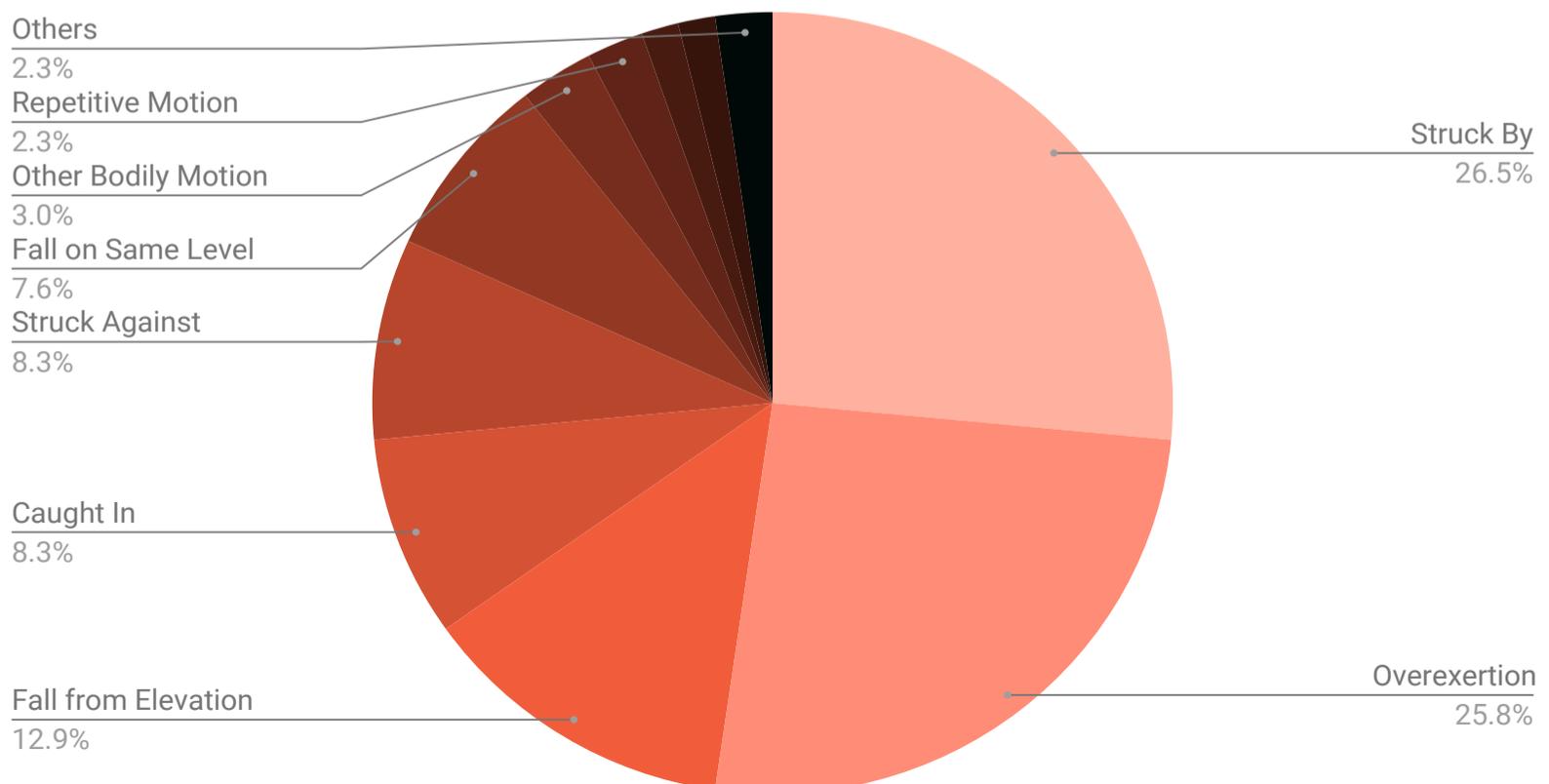




Organizing or Conducting Special Events (Classification Unit 761027)



Live Performance Venues (Classification Unit 761011)



TRAINING AND RESOURCES



Safety Awareness Workshop

NUMBER OF PARTICIPANTS IN ACTSAFE'S TOP 5 COURSES IN 2018:



THROUGHOUT 2018 ACTSAFE LAUNCHED 2 NEW WORKSHOPS:



- **Performing Arts Safety for Supervisors**

Launched September 24th, 2018, this workshop is designed to provide all performing arts 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 2018: **10**

- **Reel Green Carbon Literacy Course**

In April 2018, Actsafe collaborated with the team at Reel Green to provide this free Carbon Literacy course. Carbon Literacy is a unique, engaging and solutions-based training session offering attendees the information and inspiration to live and work in a more sustainable way. Across the 6-hour workshop, delegates can expect to be challenged with engaging presentations, fun (yes, fun!) activities and the space to reflect and plan.

No. of participants in 2018: **67**

MOTION PICTURE SAFETY 101 - GENERAL SAFETY AWARENESS ONLINE COURSE BETA TESTING

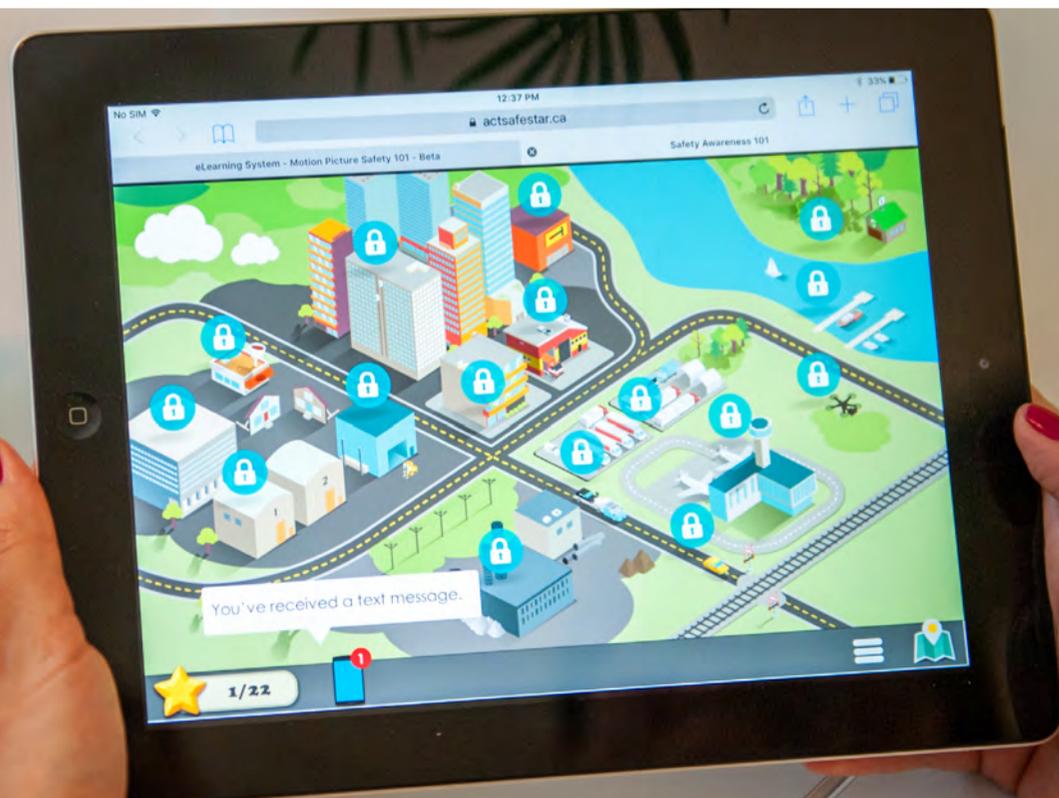
Actsafe successfully beta tested their first online course through the STAR System. A total of 44 people took part in the beta testing of the General Safety Awareness course. Upon completion of the course, participants were asked to complete a brief survey of their experience in the beta testing.

“
Honestly really enjoyable to take. Thank you for making this an online course! Saves us a lot of time in our busy schedules.”

“
One of the best online courses I have taken to date. Thoughtfully structured and engaging. Overall two thumbs up!”

“
Covers basic common safety aspects in general areas which are useful to people with no prior safety experience.”

“
There was a mix of videos, interactive sections, “games”, etc. It was varied, and kept me really engaged.”





- * security
- * stability
- * accessibility

SAFETY TRAINING AND RECORDS (STAR) SYSTEM UPDATE

In 2018, Actsafe moved to issuing digital certificates for the courses it offers. Through this learning management system, STAR, Actsafe can program certificates to auto-generate and post to the participant's profile more efficiently (no longer getting lost in the mail). Other benefits of this digital process include; less paper usage (including envelopes to mail them in), a reduction in postage and harmful emissions.

Number of active STAR users in 2018:



PUBLICATIONS

Throughout 2018, Actsafe continued to update and release several of their resources, these include:

Artificial Smokes & Fogs - Motion Picture Safety Bulletin

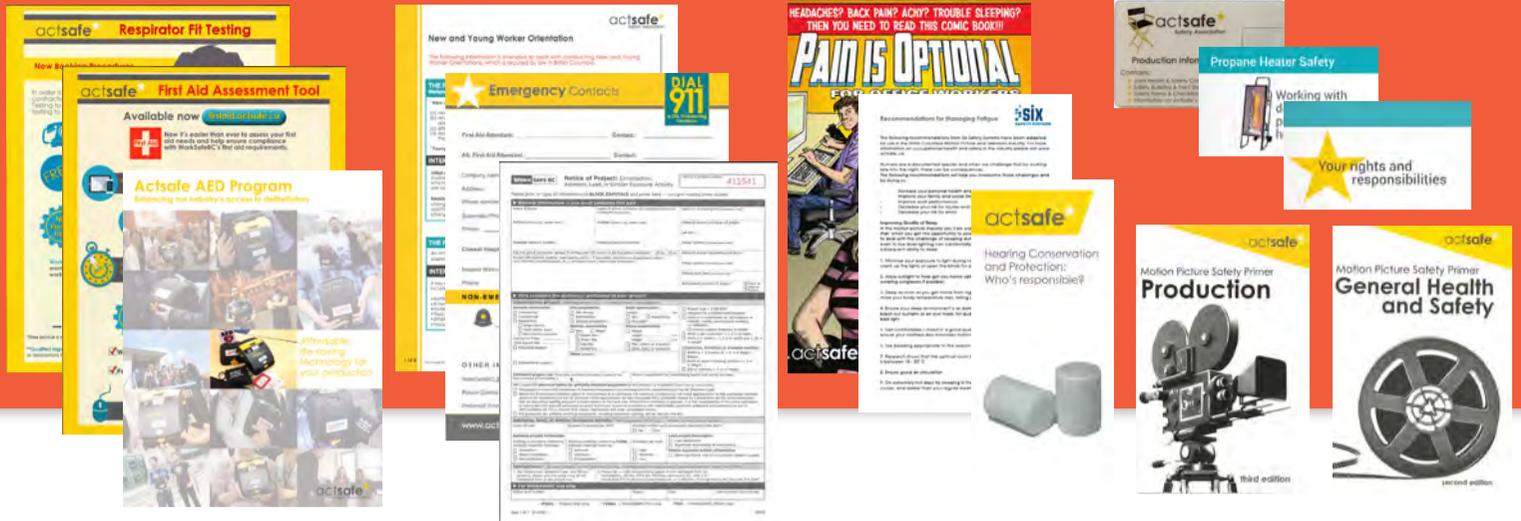
These guidelines are recommendations to either eliminate or reduce worker exposure to inhalation hazards created by chemicals generated when using artificial smoke or fog (theatrical haze, fogs, mists, etc.). Artificial smoke or fog is commonly generated using a fog or haze machine, which releases a chemical solution as an airborne aerosol to create various effects during filming or performing. Actsafe's bulletin contains the following information:

- Chemical Product Guidelines and Exposure Limits
- Production Requirements
- Joint Health & Safety Committee Responsibilities
- Measuring Airborne Concentrations
- Control Measures
- Respirator Use
- Additional Training
- Regulation References
- A handy single-page call-sheet memo



You may find this bulletin, plus all of Actsafe's other resources, online at actsafe.ca. We encourage the sharing of our resources, please reach out to communications@actsafe.ca for further information.

In 2018 Actsafe distributed **42 new** production packages



Many productions here in B.C. retain the contents of their Production Packages to re-use on new shows. However, if you need a new one you may request one [here](#).

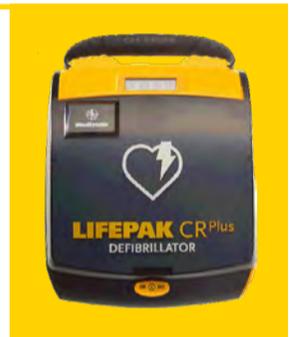
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) RENTAL PROGRAM

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

IN 2017 ACTSAFE RENTED:



IN 2018 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 in 2018

480



Number of hearing tests carried out in 2018:

532



MEMBERSHIP OUTREACH

Industry outreach continued to be an effective way of engaging with the performing arts and motion picture communities throughout 2018.

INDUSTRY ADVISOR OUTREACH

PERFORMING ARTS OUTREACH



2018 was a year of challenges and great progress for the performing arts sector. We more than doubled our target for Performing Arts Safety Awareness attendance, in large part to the success of integrating the course into four post-secondary theatre programs. We now have a complete Performing Arts Safety for Supervisors course, which will be an important addition to our toolbox moving forward. Joint Health and Safety Committee Fundamentals saw significant engagement in 2018; a pleasant bonus to our plan.

The Actsafe Event Safety Conference was a success, mining several initiatives and resources for the industry. Outreach also saw us travel to Atlin Arts and Music Festival, Whitehorse Yukon, Kelowna for BreakOut West, Trail, Victoria, Nanaimo and many more.

- Don Parman, Manager,
Performing Arts Programs and Services



MOTION PICTURE OUTREACH



2018 was packed full of outreach and education for new and young workers in the motion picture sector. Throughout 2018, increased demand for Actsafe's Safety for Supervisor's workshop and the launch of the annual Actsafe Injury Prevention Week in November gave workers and supervisors a greater opportunity to engage with Actsafe and helped to highlight safety on motion picture and television production workplaces.

Collaborating with our stakeholders on enhancing established programs such as Joint Health and Safety Committee Training, and providing innovative new ways to build on delivering our solid foundation of resources for employers, supervisors and workers, Actsafe's reach into the motion picture, television and commercial industry continued to grow from new and young workers to veterans alike.

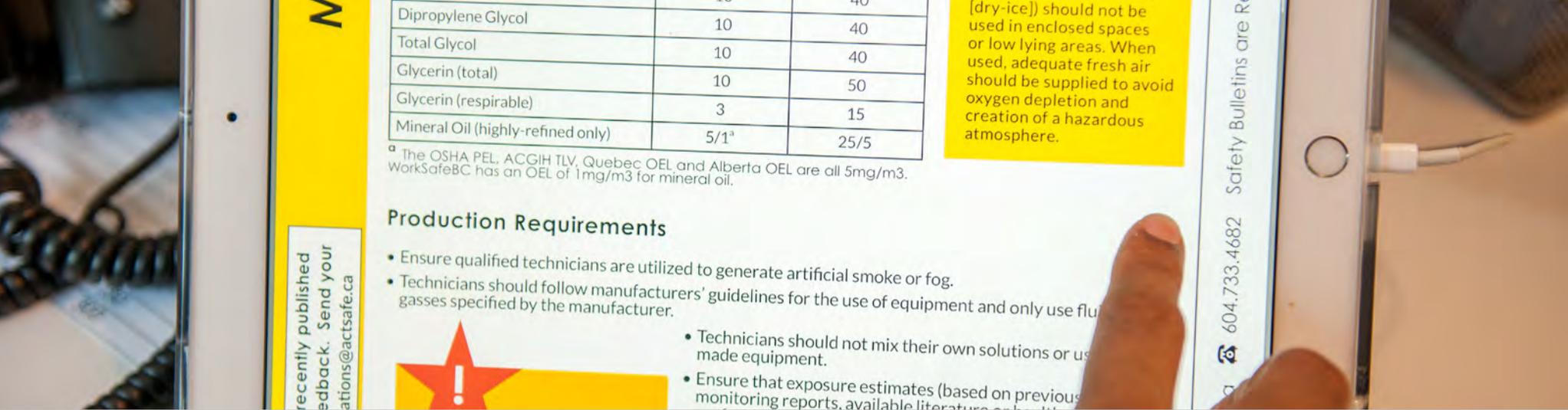
- Anand Kanna, Manager,
Motion Picture Programs and Services



Actsafe, in partnership with The Directors Guild of Canada (DGC), established the Actsafe Aspiring Filmmaker Award in 2018. This is a bonus prize of WorkSafeBC's Student Safety Video Contest, whose theme this year was 'Listen to your Gut'.

L - R; Ryan Redford (Walnut Grove Secondary School), Anand Kanna (Actsafe), Ethan Eigenfeldt (Award winner), Geoff Teoli (Actsafe), Robin Schooley (WorkSafeBC.)





DIGITAL MEDIA

TOP 5 MOST VIEWED SAFETY BULLETINS ON THE ACTSAFE WEBSITE IN 2018:

Performing Arts Safety Bulletins

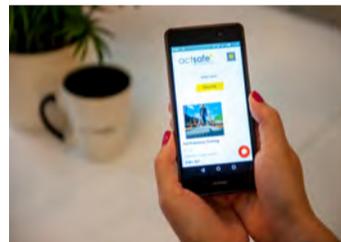
- Performer Flying and Aerial Stunts
- Rigging Systems and Flown Scenery
- Artificially Created Smokes, Fogs, and Lighting Effects
- Personal Protective Equipment
- Overview of Orchestra Pits

Motion Picture Safety Bulletins

- Artificially Created Smokes, Fogs, and Lighting Effects
- Camera Cranes
- Stunts
- Unmanned Aerial Systems
- Safety With Firearms

TOP 5 MOST VIEWED PAGES ON THE ACTSAFE WEBSITE IN 2018:

- Courses
- Motion Picture Safety Bulletins
- Motion Picture Industry Orientation Course
- Contact Us page
- Motion Picture Safety Awareness Course



WEBSITE REDESIGN



In August 2018, Actsafe soft launched the redesign of their main website actsafe.ca.

Website Goals:

- Easy navigation with quickly accessible and shareable content
- Mobile optimization
- LMS (STAR) System integration
- Search Engine Optimization

These goals are aligned with Actsafe's core values; collaboration, innovation and accessibility.

ACCESSIBILITY

Noting that one of the top 5 most viewed areas of Actsafe's website was the 'Contact Us' page, there was a realization that fostering communication between stakeholders and the organization may need to be enhanced. In April 2018 Actsafe introduced the use of LiveChat. LiveChat is a function on the website which allows users to instant message with the Actsafe team. This has become a valuable way of capturing topics stakeholders are enquiring about and to spot common themes and queries in order to resolve any issues quickly.



Livechat on the Actsafe website

EVENTS, PROGRAMS AND INITIATIVES

SECOND ANNUAL ACTSAFE EVENT SAFETY CONFERENCE



Following on from the success of the inaugural 2017 Event Safety Conference, Actsafe's 2018 Conference saw an increase in attendance by 20%. The addition of a second day of sessions allowed for even more relevant content, which was again diverse and reflected the emergent issues in both the performing arts and live event industries, plus popular topics from the 2017 conference.

The introduction of a truss cube structure on the exhibitor floor became a focal point for the hands-on aspect and offering Naloxone training throughout the event turned out to be a huge hit. 60 delegates were trained in administering Naloxone over the course of the two days.

Yet another addition this year was the Crowd Safety Workshop offering by Eric Stuart of Gentian Events Ltd. Due to its popularity, we hope to continue this collaboration annually.

Subscribe to conference updates [here](#).

Discover more here www.actsafeconference.ca.



REASONS TO ATTEND

These are just a few of the reasons delegates found value in attending Actsafe's 2018 conference;

“ More focus at my venue is being placed on the emergent issues in safety every day and this seemed like a good opportunity to get a broader knowledge from expert presenters. ”
 - Sarah Craft, Front of House Coordinator, Arden

“ Improve education & networking. ”
 - Marcia Chapman, Technical Director, PRP

“ I really desire to improve access to healthcare for performing arts, especially with high-risk injuries such as head impacts/concussions. I attended so that I could interface with people who are “on the ground” in performing arts venues where I have minimal contacts, but where I know there is a high risk for concussions. I could not be more pleased that these reasons were satisfied. Plenty of opportunities for future collaborations are now available. ”
 - Jeff Russell, Assistant Professor, Ohio University

“ The more informed we can be, the more we can help. ”
 - Mark Aviss, Assistant Steward, IATSE 891

“ Networking and sharing best practices with colleagues in our industry who have the same concerns and considerations for our jurisdiction. ”
 - David Humphrey, Production Manager, Chan Centre for the Performing Arts

THE CONFERENCE BY NUMBERS



ACTSAFE INJURY PREVENTION WEEK



To celebrate Actsafe's 20th year in the business of helping to keep workers safe, a new digital safety initiative was launched- the Actsafe Injury Prevention Week (AIP Week). The rationale behind the launch of an annual week-long awareness event was to create a dedicated timeframe to call attention to specific issues and direct our communities to Actsafe's safety resources. Each year AIP Week will highlight preventable industry injuries within different sectors of production work.



Goals

1. Increase Industry Awareness
2. Link Awareness to Actsafe Resources
3. Stimulate Positive and Relevant Conversation

2018's week-long campaign was entitled '**Back Here, Safety Matters**' and focused on the leading causes of injury in BC's motion picture industry and its workers: material handling around vehicles. 5 tactics were implemented to drive the campaign; billboards and posters; digital media; social media and contesting; experiential marketing and PR. The engagement on social media during the campaign week, and subsequent increase in website traffic, indicated a positive reaction to the new initiative which we will continue annually.

Social Media Campaign



Billboard Poster Design

FURTHER OUTREACH



MPPIA Career Expo

Actsafes attended the MPPIA Career Expo, where students attended sessions presented by motion picture industry insiders who shared their stories and career paths. The tradeshow floor was an opportunity for Actsafes to meet with students who were interested in working in the motion picture industry.



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

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



Day of Mourning - April 28th

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



PEER SAFETY INSPECTION PROGRAM

In 2018, Actsafes Safety Association launched its new Peer Safety Inspection Program, which pairs up venues and staff to perform real-time safety inspections of each other's facilities.

With guidance from an Actsafes industry advisor, Actsafes will tour the respective venues and discuss the safety issues uncovered in each facility. This non-binding inspection is a tool to develop stakeholder skills in hazard identification and safety solutions.

Actsafes will help venues decipher the issues and guide them to available resources, as well as providing them with practical solutions to everyday hazards.



actsafes
Safety Association

AND... GIVING BACK TO OUR COMMUNITY!

SPONSORSHIP 2018

Actsafes continued to engage with their community by offering various support throughout the year. For the first time, Actsafes presented the Aspiring Filmmaker Award to the winning student, Ethan Eigenfeldt. Other donation recipients included; BC CITT; CITT; Dancer Transition Resource Centre; Capital Presents; Western Canadian Music Alliance Inc.; Vancouver Island South Film & Media Commission; Reel Thanksgiving Challenge and WorkSafeBC Student Safety Video Contest.

CORPORATE SOCIAL RESPONSIBILITY

Actsafes is committed to integrating sustainable practices through the promotion of sourcing sustainable resources from suppliers and partners, and with goals to substantially reduce waste generation through prevention, reduction, recycling and reuse. Actsafes's CSR Committee reviews and monitors the organization's social responsibility, activity and sustainable endeavours.

2018 accomplishments:

- Installed recycling station for team and students
- Became a single-use plastic-free zone
- Sourced sustainable catering
- Preference made to sustainable vendors
- Actsafes team committee members took the Carbon Literacy course
- Reduced in-house printing
- Reduced food waste (communal food ordering)
- Switched to Sugar Sheet (further information below) saving 6.25 trees;



To minimize deforestation and reduce greenhouse emissions, Actsafes Safety Association is proud to use 100% forest-free [Sugar Sheet Paper](#) for our office paper and operational printing needs.

Join Actsafes's commitment to environmental stewardship to ensure a healthy planet for future generations. Need more inspiration? Check out their Corporate Social Responsibility efforts [here](#).



MOTION PICTURE

2018 STANDING COMMITTEE

Chair

Geoff Teoli/Don Parman

Alameda Entertainment B.C. (Disney)

Mark Elliott

Alliance of Motion Picture and Television Producers

Tracey Wood

Association of Canadian Film Craftspeople

Jeff Holloway

Canadian Media Production Association – BC Producers' Branch

Jennifer Buchanan

Contract Services Administration Trust Fund

Matthew Antonucci

Directors Guild of Canada – British Columbia

Rob Larson

Fox Cable Networks Services, LLC.

John Moore

IATSE International

Julia Neville (Advisor)

International Cinematographers Guild – Local 669

Michelle Yardley

International Alliance of Theatrical Stage Employees – Local 891

Mitch Davies

NBC/Universal

Paul Jordan

Paramount Pictures Corporation

Jonas Matz

Sony Pictures

Eric Busch

Teamsters – Local 155

Shawn Henter

Twentieth Century Fox Canada

Frank Litchauer

Union of British Columbia Performers / ACTRA

Lori Stewart

Vancouver Musicians Association – Local 145

Dusty Kelly

Warner Bros.

Ken Hiura

WorkSafeBC

Lisa Houle (Advisor)

Kim Stubbs (Advisor)

PERFORMING ARTS

2018 STANDING COMMITTEE

Chair

Geoff Teoli/Don Parman

BC Alliance for Arts + Culture

Beverly Edgecombe

BC Touring Council

Michael Cade

Canadian Actors Equity Association

Jennifer Riedle

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

Jessica Wadsworth

**Canadian Institute of Theatre
Technology**

Alex House

Dancer Transition Resource Centre

Nina Patel

**Greater Vancouver Professional
Theatre Alliance**

Ace Martens

IATSE International

Julia Neville (Advisor)

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

Dave Wilson

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

Laurie Edmundson

**Professional Association of
Canadian Theatres**

Carey Dodge

Riggitt Services Inc.

Matt Lees

Scene Ideas

Isaac Kinakin

The Dance Centre

Robin Naiman

Underground Circus

Peter Boulanger

Vancouver Civic Theatres

Miles Muir

**Vancouver Musicians Association –
Local 145**

Gene Ramsbottom

WorkSafeBC

Lisa Houle (Advisor)
Kim Stubbs (Advisor)

BOARD

Nancy Harwood
Chair

Lynne Charbonneau
Vice Chair

Cheryl Nex
Treasurer

Miles Muir
Performing Arts Employer Representative

Laurie Edmundson
Performing Arts Worker Representative

Tracey Wood
Motion Picture/ Video Employer Representative

Tom Adair
Motion Picture/ Video Worker Representative

ACTSAFE CELEBRATES 20 YEARS IN THE BUSINESS

We'd like to thank everyone who has supported Actsafe over the past 20 years. Here's to a future of continuing our mission, which is to make British Columbia the safest place in the world for the production of motion pictures, television, live events and performing arts.



FINANCIAL REPORTS

Actsafes Safety Association
Financial Statements
December 31, 2018



Independent Auditor's Report

To the Board of Directors of Actsafe Safety Association

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Actsafe Safety Association (the "Association"), which comprise the statement of financial position as at December 31, 2018, and the statement of operations and changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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 21, 2019

Chartered Professional Accountants

Actsafes Safety Association

Statement of Financial Position

December 31, 2018

	2018	2017
	\$	\$
Assets		
Current assets		
Cash and cash equivalents	177,421	119,503
Term deposit (Note 3)	230,000	230,000
Accounts receivable	46,166	8,839
GST/HST receivable	-	5,921
Interest receivable	6,008	4,537
Prepaid expenses and deposits	<u>41,027</u>	<u>37,377</u>
	500,622	406,177
Property and equipment (Note 4)	160,446	220,913
Rental equipment (Note 5)	<u>27,849</u>	<u>25,334</u>
	<u>688,917</u>	<u>652,424</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	65,366	63,414
GST/HST payable	74,293	-
Deferred revenue (Note 6)	29,019	10,456
Current portion of deferred lease inducements (Note 7)	29,007	29,007
Current portion of obligation under capital lease (Note 8)	<u>7,902</u>	<u>7,265</u>
	205,587	110,142
Obligation under capital lease (Note 8)	17,350	25,252
Deferred lease inducements (Note 7)	<u>41,093</u>	<u>70,100</u>
	<u>264,030</u>	<u>205,494</u>
Commitments under operating leases (Note 9)		
Net assets		
Internally restricted (Note 10)	230,000	230,000
Unrestricted	<u>194,887</u>	<u>216,930</u>
	<u>424,887</u>	<u>446,930</u>
	<u>688,917</u>	<u>652,424</u>

The accompanying notes are an integral part of these financial statements.

Approved by the Board


_____, Director
Nancy Harwood, Chair


_____, Director
Cheryl Nex, Treasurer

Actsafes Safety Association

Statement of Operations and Changes in Net Assets

Year ended December 31, 2018

	2018	2017
	\$	\$
Revenue		
WorkSafe BC funding	1,218,000	940,000
Course fees	322,897	289,895
Interest income	8,914	9,740
Other income (Note 15)	<u>169,234</u>	<u>120,980</u>
	<u>1,719,045</u>	<u>1,360,615</u>
Expenses		
Consultants and contractors	636,856	366,978
Salaries and benefits (Note 13)	580,361	638,715
Technology	118,028	111,586
Rent	116,273	102,454
Furniture and equipment (Note 11)	95,730	95,208
Conference and meetings	64,414	64,236
Miscellaneous	21,199	15,559
Office supplies	20,287	25,438
Travel	16,146	30,073
Board and committee (Note 14)	15,150	15,300
Professional fees (Note 12)	14,137	51,296
Advertising and sponsorships	11,518	11,326
Publication and materials	11,309	9,509
Telecommunications and freight	8,085	9,743
Property taxes and general insurance	7,333	7,049
Interest on capital lease	2,500	3,080
Repairs and maintenance	1,541	2,878
Training - staff	<u>221</u>	<u>10,797</u>
	<u>1,741,088</u>	<u>1,571,225</u>
Excess (deficiency) of revenue over expenses for the year	(22,043)	(210,610)
Balance, beginning of year	<u>216,930</u>	<u>427,540</u>
Balance, end of year	<u>194,887</u>	<u>216,930</u>

The accompanying notes are an integral part of these financial statements.

Actsafes Safety Association

Statement of Cash Flows

Year ended December 31, 2018

	2018	2017
	\$	\$
Cash flows from (used in) operating activities		
Excess (deficiency) of revenue over expenses for the year	(22,043)	(210,610)
Items not affecting cash		
Amortization of deferred lease inducement	(29,007)	(29,007)
Amortization of rental equipment	14,078	13,120
Amortization of property and equipment	64,163	65,492
Amortization of equipment under capital lease	6,097	7,622
Changes in non-cash working capital		
Accounts receivable	(37,327)	(511)
GST/HST receivable	5,921	(977)
Interest receivable	(1,471)	2,049
Prepaid expenses and deposits	(3,650)	(9,537)
Accounts payable and accrued liabilities	1,953	7,024
GST/HST payable	74,293	-
Deferred revenue	18,563	6,307
	<u>91,570</u>	<u>(149,028)</u>
Cash flows from (used in) investing activities		
Acquisition of property and equipment	(9,795)	(7,506)
Acquisition of rental equipment	(16,592)	(4,525)
	<u>(26,387)</u>	<u>(12,031)</u>
Cash flows from (used in) financing activity		
Repayments of capital lease obligation	(7,265)	(6,684)
	<u>(7,265)</u>	<u>(6,684)</u>
Increase (decrease) in cash and cash equivalents during the year	57,918	(167,743)
Cash and cash equivalents, beginning of year	<u>119,503</u>	<u>287,246</u>
Cash and cash equivalents, end of year	<u>177,421</u>	<u>119,503</u>
Cash and cash equivalents consists of:		
Cash	77,421	19,503
Guaranteed investment certificate	<u>100,000</u>	<u>100,000</u>
	<u>177,421</u>	<u>119,503</u>

The accompanying notes are an integral part of these financial statements.

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2018

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 Society continued under the *Societies Act* (British Columbia) on July 17, 2018.

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, 2018

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 ("AEDs") that are rented to customers on a cost-recovery basis. The AEDs 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 (2017 - \$ 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

	2018		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	200,783	125,490	75,293
Office equipment	103,649	56,724	46,925
Furniture and fixtures	<u>87,179</u>	<u>48,951</u>	<u>38,228</u>
	391,611	231,165	160,446
	2017		
	\$		
	<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

Included in property and equipment are assets under a capital lease with a cost of \$ 42,343 (2017 - \$ 42,343) and accumulated amortization of \$ 17,953 (2017 - \$ 11,856).

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2018

5. Rental equipment	2018		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	73,597	45,748	27,849

	2017		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	57,004	31,670	25,334

6. Deferred revenue

Deferred revenue consists of prepaid course fees of \$ 4,300 (2017 - \$ 1,900), deferred revenue for the 2019 Actsafes Event Safety Conference of \$ 17,625 (2017 - \$ 8,556) and prepaid AED rentals of \$ 7,094 (2017 - \$ Nil).

7. Deferred lease inducements	2018	2017
	\$	\$
Lease inducements received	145,035	145,035
Accumulated amortization	<u>74,935</u>	<u>45,928</u>
Balance of deferred lease inducements	70,100	99,107
Less: Current portion	<u>29,007</u>	<u>29,007</u>
	41,093	70,100

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:

	\$
2019	9,988
2020	9,988
2021	<u>9,155</u>
Total minimum lease payments	29,131
Less: GST input tax credits	557
Less: Imputed interest at 9.51%	<u>3,322</u>
	25,252
Less: Current portion	<u>7,902</u>
	17,350

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2018

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:

	\$
2019	68,046
2020	70,265
2021	<u>27,738</u>
	166,049

The Association is also obligated to pay its share of property taxes and operating expenses, which totalled \$ 67,402 in the current year (2017 - \$ 61,698). The minimum annual payment for 2019 is expected to be \$ 59,021, 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

	2018	2017
	\$	\$
Amortization of equipment under capital lease	6,097	7,622
Amortization of property and equipment	64,163	65,492
Amortization of rental equipment	14,078	13,120
Furniture and equipment purchases	2,817	3,280
Furniture and equipment rental	<u>8,575</u>	<u>5,694</u>
	95,730	95,208

12. Professional fees

During the year, the Association incurred consulting fees of \$ Nil (2017 - \$ 11,522) 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 *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 2018 fiscal year, 3 employees (2017 - 1 employee) earned over \$ 75,000 and were paid a total of \$ 270,737 (2017 - \$ 122,011).

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2018

14. Remuneration paid to directors

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

	2018	2017
	\$	\$
Chair	4,700	2,300
Vice Chair	1,050	2,700
Treasurer	750	1,500
Director, Worker Representative - Motion Picture	2,000	1,000
Director, Employer Representative - Performing Arts	2,000	2,100
Director, Worker Representative - Performing Arts	<u>2,250</u>	<u>1,800</u>
	12,750	11,400

15. Other income

Other income includes the following revenue net of related costs:

	2018	2017
	\$	\$
First aid kit sales	1,175	1,632
Cost of sales	<u>(1,175)</u>	<u>(1,632)</u>
	-	-
AED rentals	46,821	38,862
Related costs	<u>(921)</u>	<u>(2,826)</u>
	45,900	36,036
