



2020 ANNUAL REPORT

CONTENTS

- 3** About Us
- 4** Message from the Chair
- 5** Message from the CEO
- 6–8** Our Industries at a Glance
- 9–11** Training and Resources
- 12–21** Outreach Activities
- 22–26** Teams and Committees
- 27** Financial Reports

ABOUT US

OUR VISION

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

OUR CORE VALUES

Collaboration – Innovation – Accessibility

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

T: 604 733 4682

W: actsafe.ca

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 Skwxwú7mesh (Squamish), S'ólh (Stó:lō), Qayqayt (Qayqayt), səliłwətaʔt (Tsleil-Waututh) and Stz'uminus (Stz'uminus) peoples.



MESSAGE FROM THE CHAIR



During a year dominated by a global pandemic, I am gratified to report that Actsafe Safety Association charted a steady course. In March 2020, Actsafe successfully concluded its fourth annual Entertainment Safety Conference at the River Rock Casino Resort. Little did we know how profoundly the world would change in the coming weeks, with circumstances ranging from loss of livelihood and even life for some, to remote work challenges for others, and to a sense of instability and isolation affecting mental health for many. Actsafe pivoted quickly to reorganize operations to function virtually, and the Actsafe board immediately reassessed a planned increase in its funding forecast and froze the Actsafe budget, with a careful focus on responsible financial stewardship given the uncertain times.

Some highlights:

- By early March 2020, Actsafe released an info sheet on COVID-19 that covered precautions that both employers and workers could take to avoid contracting and spreading the virus, with updates provided throughout the year.
- Also in March 2020, Actsafe closed its office and suspended in-person training consistent with the provincial government's declaration of a public health emergency. Access to staff continued uninterrupted, and virtual editions of courses such as Motion Picture Industry Orientation and Motion Picture Safety for Supervisors were brought online by mid-year.
- Over the course of the year, in addition to continued engagement on industry priorities such as concussion awareness, Actsafe produced and curated a selection of resources to address challenges from the pandemic, among other resources on hygiene, ergonomics, and mental health.
- In collaboration with domestic and international employers, labour organizations, and other industry associations, Actsafe participated in the B.C. Motion Picture Industry COVID-19 Best Practices

Coalition, which published a set of high-level Safety Guidelines to assist productions in the safe return to work.

- In March 2020, Actsafe held the first Actsafe Safety in Entertainment Awards during the Actsafe Entertainment Safety Conference. The award winners were industry-nominated and recognized individuals and organizations that were safety ambassadors and pioneers over the course of the year.

In June 2020, the Actsafe Board of Directors received the resignation of long-time board member Tom Adair and the nomination of Rob Larson as the new Motion Picture Worker Representative. My thanks to Tom for consistently providing a balanced and constructive viewpoint on matters brought before the Actsafe Board, and a warm welcome to Rob. In other developments in 2020, the Actsafe Board formalized the creation of three board committees to oversee Finance, Governance, and Nominations & Recruiting, with balanced representation and consensus-based Terms of Reference.

Finally, thank you to Manu Nellutla and the committed staff of Actsafe, as well as to the Motion Picture and Performing Arts Standing Committee members, all of whom commit their time and expertise to Actsafe's mission of making British Columbia the safest place in the world for the production of motion pictures, television, live events, and performing arts. While 2020 is a year most of us hope to forget, I will very much remember your resilience in these trying times. I look forward to a calmer 2021 ahead.

Lynne Charbonneau

A handwritten signature in black ink, appearing to read "Lynne Charbonneau". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chair

MESSAGE FROM THE CEO



The world is going to remember 2020 as the year of the pandemic, but for me and the Actsife team, we see 2020 as the year of resilience.

Throughout 2020, the arts and entertainment industries have been a resilient and supportive community through closures, social distancing, and adapting how they run their activities. We at Actsife are privileged to be able to serve these wonderful industries and I am honoured to lead this amazing organization during these challenging times.

2020 began on a positive note. We hosted our fourth annual Actsife Entertainment Safety Conference (AESC) in March, which saw the introduction of a third day of sessions concentrating on safety in the motion picture industry. We had over 260 participants with 52 sessions and an overall positive session rating of 4 out of 5 stars. To recognize industry efforts in having a healthy and safe workplace, we also launched the Actsife Safety in Entertainment Awards and presented them at the conference.

Things started to change immediately after the conference with the declaration of COVID-19 reaching pandemic status, resulting in the closure of our industries. In response, we had to alter our approach in delivering our courses and advisory services. We ensured that training continued during this time by converting most of our in-house courses to virtual delivery. Throughout the year, the virtual participation increased with 532 participants taking advantage of the new online delivery mechanism.

Actsife's safety team continued connecting with our stakeholders:

- On the performing arts and live events side, the industry was able to connect weekly through What Would Don Do? sessions which saw on average 30 participants.
- On the motion picture and television side, the industry came together to form a coalition through which we were able to develop the Industry Guidelines and Pandemic Production Guidelines, which helped the industry to continue working with enhanced health and safety protocols.

To best serve our industries, Actsife reviewed over 300 COVID-19 safety plans to assist productions and venues to return to work safely. We also created Actsife's COVID-19 Safety Procedures Course, which has been completed by over 600 people since its launch in October. We also collated all of our Actsife drafted resources and other COVID-19 relevant information, including WorkSafeBC and Provincial Health Officer updates, under one COVID-19 resources page. This quickly became one of our top visited webpages.

The Actsife team faced our biggest challenge yet by closing the office and moving to remote work, and I am proud of how quickly we adapted to this change. We continued to be available to our stakeholders through LiveChat, phone, and email, and kept our industries in the know by sending out timely COVID-19 updates through our website, newsletter, and social media pages. We at Actsife have also taken group training and attended webinars over the past year to learn about diversity and inclusion to further foster a diverse, inclusive, and equitable environment.

I would like to extend special thanks to our Board of Directors and standing committee members who have been available to guide me and the team through the last year. Their commitment to our industries' health and safety is reflected through the work done across committees and working groups.

As we move forward in 2021, I wish you all a safe and healthy year ahead.

Manu Nellutla

A handwritten signature in black ink that reads "Manu Nellutla". The signature is written in a cursive, slightly slanted style.

CEO

OUR INDUSTRIES AT A GLANCE

“We want to say how much we appreciate the work of Actsafe, and the energy you all put into your work and support for the sector across B.C.”

– **John and Sandra Barth**, Lakes District Arts Council



Don Parman (fourth from left), Actsafe's Manager, Performing Arts Programs and Services, visiting the Charles Bailey Theatre. This photo was taken before the physical distancing restrictions of the COVID-19 pandemic were in place.

HEALTH AND SAFETY OVERVIEW

Actsafes Safety Association supports British Columbia's arts and entertainment industries and 66,000+ workers. Membership includes over 2,500 employers from the following four WorkSafeBC classification units (CUs):

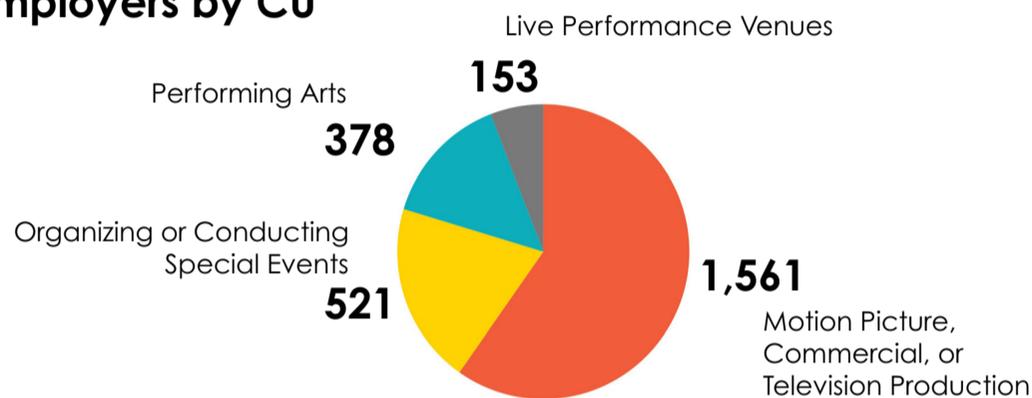
Motion Picture, Commercial, or Television Production
CU No. 763025

Organizing or Conducting Special Events
CU No. 761027

Performing Arts
CU No. 761030

Live Performance Venue
CU No. 761011

Number* of Employers by CU



Total Number* of Employers and Workers



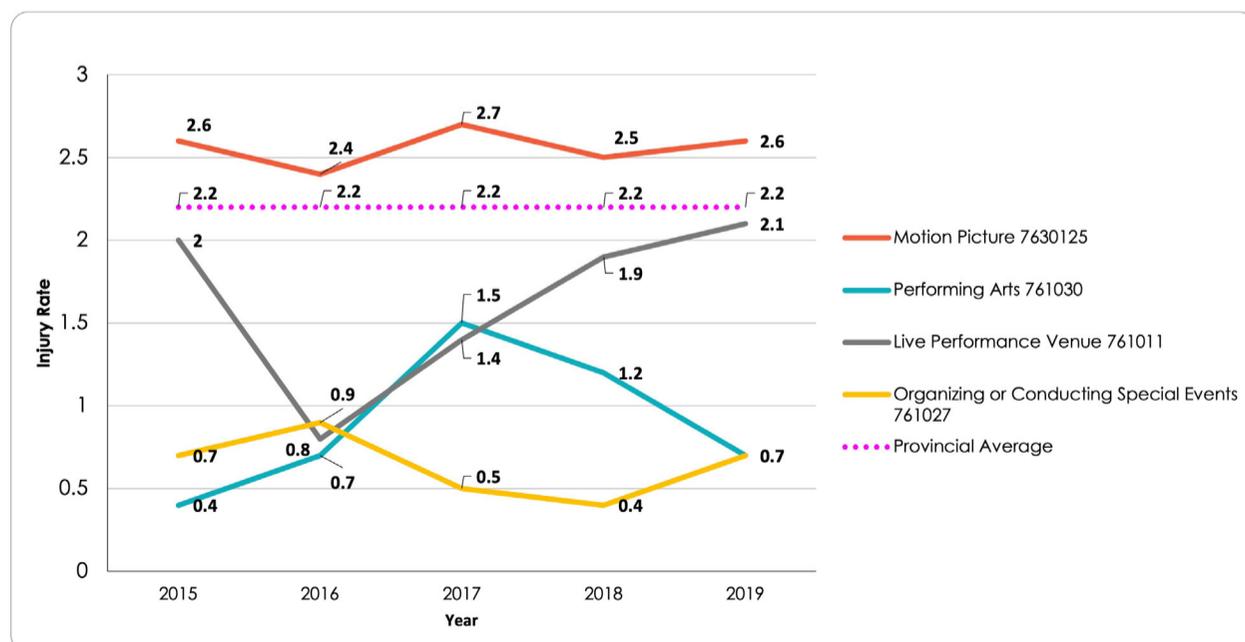
Employers, compared to 2,502 in 2019



Workers across all four CUs

*Average Total Number of Employers Per CU throughout 2020

Average Injury Rates for our CUs



The graph above demonstrates the injury rate across our CUs compared to the provincial average over the past five years (from 2015–2019). The injury rate is the number of claims and serious injury claims an industry has for every 100 workers.

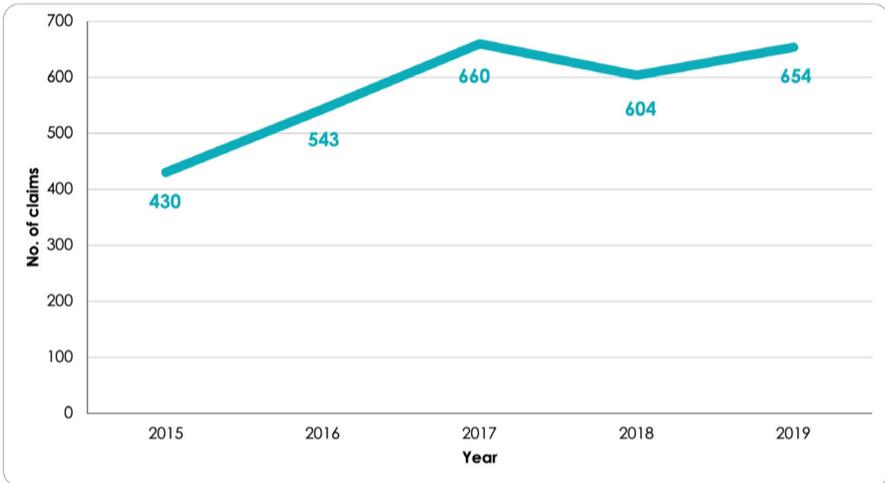
Actsafes aims to cultivate a culture of safety within our industries through training, resources, and services with the goal of injury prevention.

INJURY AND CLAIM DATA

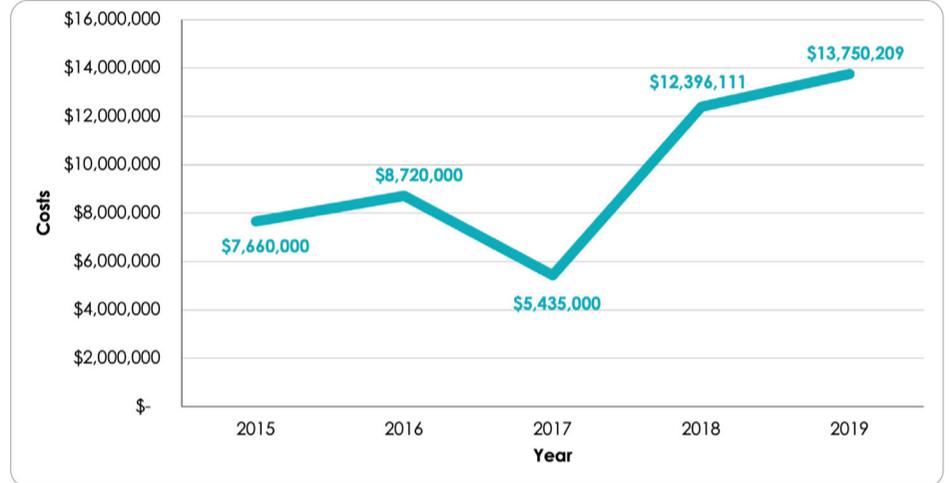
Claim Counts and Costs

Continuing from the injury rate data on the previous page, the claim counts have been steadily increasing over the past five years, which is reflected in the increase in claim costs, as seen in the graphs below.

Claim Counts Across All Four CUs from 2015–2019



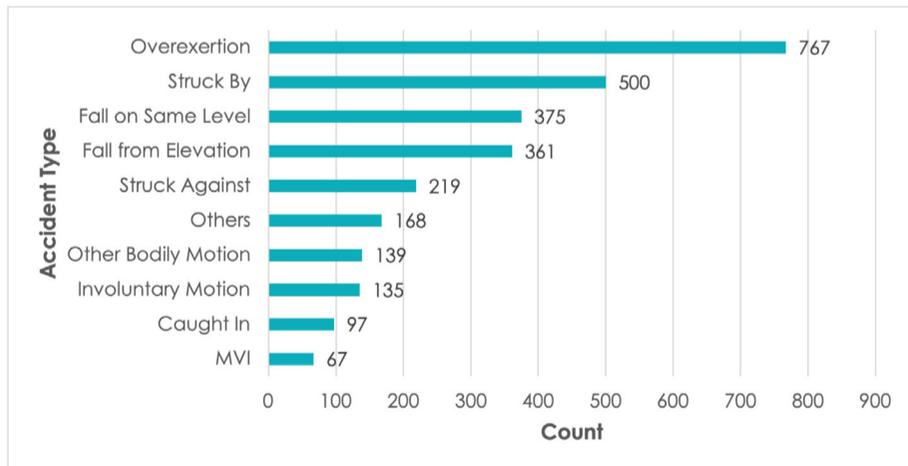
Claim Costs Across All Four CUs from 2015–2019



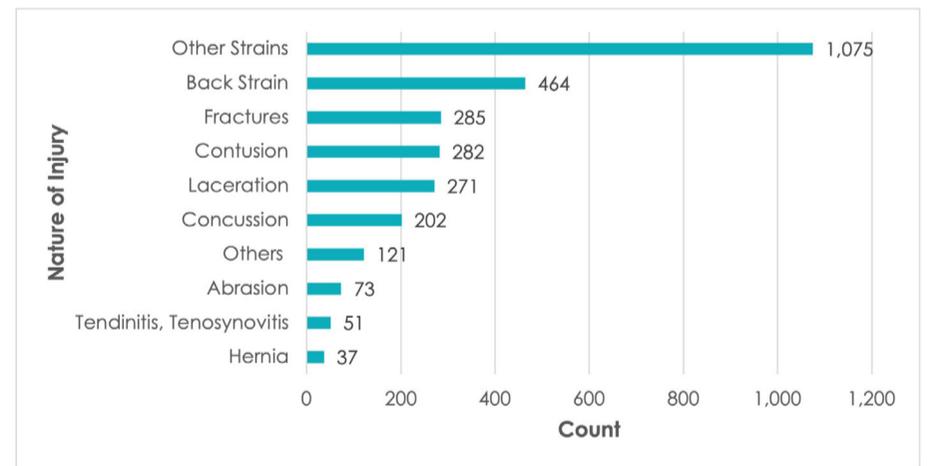
Accident Type and Nature of Injury

Acts safe relies on WorkSafeBC data and industry input through various committees and stakeholder group feedback to guide the creation of Acts safe resources and initiatives. Monitoring which accident and injury types are the most common and identifying the pressing needs of the industry helps us in developing resources. The following graphs highlight the accident type and nature of injury for the past five years (2015–2019).

Top Accident Type Across All Four CUs from 2015–2019



Top Nature of Injury Across All Four CUs from 2015–2019



Overexertion has consistently contributed to around 25% of all accident types since 2015, with up to 27% in 2019 alone. These overexertion injuries are potentially caused by a worker performing a body motion such as lifting, pulling, or pushing. Similarly, other strains have been the most common nature of injury since 2015, accounting for 33% of all injuries during this period. A strain is a type of injury that may result from overexertion. This data influenced us to create resources, and was highlighted during our outreach activities including Acts safe Injury Prevention Week and the Acts safe Entertainment Safety Conference.

Outside of the WorkSafeBC data, Acts safe has been responsive to the industry needs during the COVID-19 pandemic in 2020. With stakeholder input, Acts safe has created pandemic-specific resources such as our Preventing the Spread of COVID-19 Information Sheet, Ergonomic Tips For Working From Home, B.C. Motion Picture Industry COVID-19 Pandemic Production Guide, and more.

TRAINING AND RESOURCES

"I've been getting all my safety courses through Actsafe because of [the] quality of training and reasonable price. Thank you so much for providing such great courses."

– Anonymous



Anand Kanna, Actsafe's Manager, Motion Picture Services, presenting our Joint Health and Safety Committee course with COVID-19 safety protocols in place.

COURSES

Even during the trying times of the pandemic in 2020, our stakeholders continued on the path of health and safety training. Our total course offerings increased, and we redesigned a quarter of our courses to deliver them virtually. Our online Motion Picture Safety 101 – General Safety Awareness workshop remained the most popular, while the newly created online exam for the Motion Picture Industry Orientation course became the second most popular certification.

Due to the pandemic, our in-person offerings such as Aerial Lift Training and Fall Protection courses had up to 19% fewer participants than the year prior.

Total number of courses available



Online and instructor-led (in-house and virtual)

Active STAR users



UP 49% FROM 11,569 IN 2019

NUMBER OF PARTICIPANTS IN ACTSAFE'S TOP COURSES 2020

MOTION PICTURE SAFETY 101 – GENERAL SAFETY AWARENESS



Up 26% from 2,181 in 2019

Motion Picture Industry Orientation Exam



Up 21% from 1,162 in 2019

WHMIS 2015 Online



Up 4% from 821 in 2019

Actsafes COVID-19 Safety Procedures Course



Since its launch in October 2020

Aerial Lift Training



Down 12% from 397 in 2019

Fall Protection



Down 19% from 434 in 2019

Actsafes COVID-19 Safety Procedures Course

In October 2020, Actsafes launched Actsafes COVID-19 Safety Procedures Course to provide a general overview for workers in British Columbia's arts and entertainment production industries on how to minimize the risk of exposure to COVID-19 on their worksites.

It became one of the top four most completed courses of the year with 600 people taking the course in Q4 2020.



RESOURCES

Actsafes resources can be used to supplement a production's health and safety program. They include a wide selection of tools, documents, and recommendations to help employers develop production specific programs.

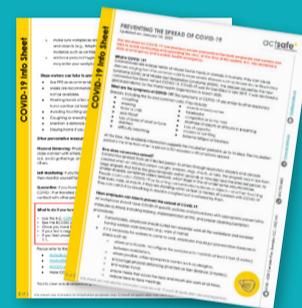
TOP 5 MOST VIEWED INDUSTRY RESOURCES ON THE ACTSAFE WEBSITE IN 2020

- COVID-19 Resources for the Arts and Entertainment Industries page
- Traditional Camera Cars Motion Picture Safety Bulletin
- Actsafe's List of Motion Picture Safety Bulletins
- Power Line Distance Motion Picture Fact Sheet
- Equipment Safety Inspection Checklist Log

COVID-19 RESOURCES

Actsafes created many new COVID-19 resources to help guide our industries through the pandemic with several being amongst our most viewed resources of the year.

- COVID-19 Safety Guidelines (in conjunction with the MCMP Coalition)
- B.C. Motion Picture Industry COVID-19 Pandemic Production Guide
- COVID-19 Safety Plan template
- COVID-19 Posters
- COVID-19 Worker Declarations Forms
- COVID-19 subscriber email list (see page 20 for details)
- Performing Arts Industry Relaunch Framework
- Live Event Relaunch Reference
- Owner Checklist for Organizer Responsibilities
- Performing Arts COVID-19 Specific Guidelines



1,400+

COVID-19
info sheet
views

10,500+

COVID-19
Resources for the Arts
and Entertainment
Industries page views



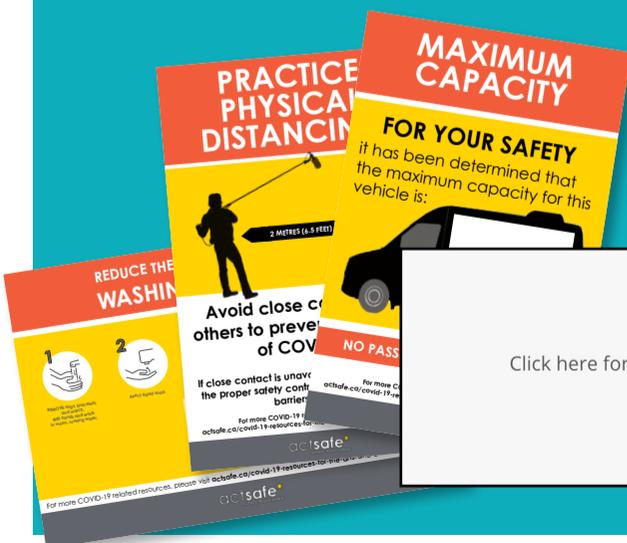
1,100+

Pandemic
Production Guide
views

Concerned about COVID-19?

Click here for resources that may help guide you through this pandemic.

[RESOURCES](#)



OUTREACH ACTIVITIES

"I am so grateful to have found the Actsafe community. I started with Joint Health & Safety Committee Fundamentals training with a previous employer and have continued to train with Actsafe in my new position. Starting this job in the middle of a pandemic, while both our venues are closed to the public, would have been near impossible to navigate without Actsafe's guidance, and in particular the weekly What Would Don Do? (WWDD) sessions. The information and sharing of resources that comes from WWDD has been essential to maintaining worker safety through the shutdown and is empowering me to create systems and protocols to move us towards re-opening. The insight and care that Don provides each week, coupled with the amazingly talented, passionate, dedicated theatre personnel who tune in is a magic combination that has gotten me through some really tough days."

– **Jackie Adamtwaite**, Royal & McPherson Theatres Society



Actsafe Entertainment Safety Conference registration desk. This photo was taken before COVID-19 was announced as a pandemic.

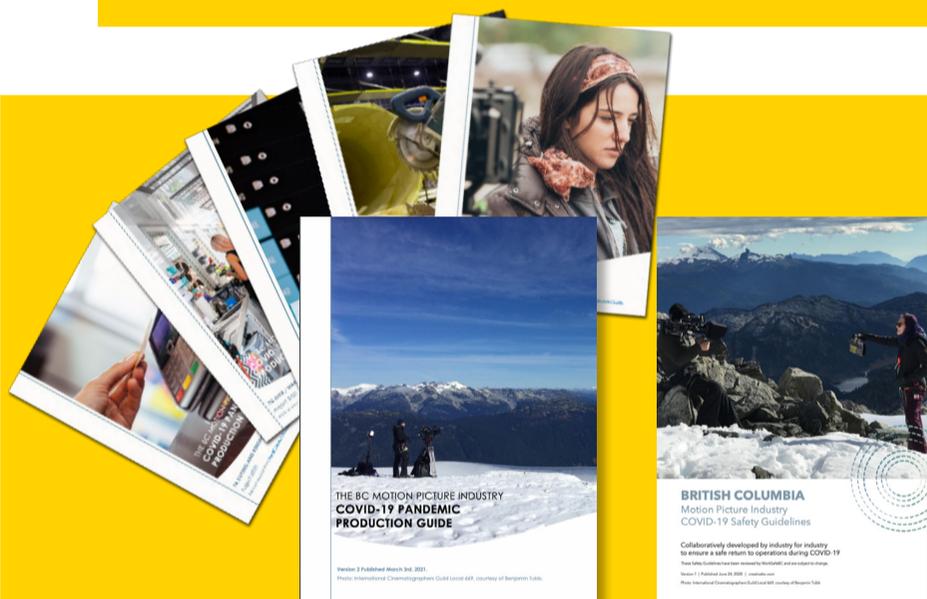
OUTREACH HIGHLIGHTS

WHAT WOULD DON DO?

Wanting to be more accessible to answer questions and discuss the concerns of the performing arts and live events industry, Actsafe's Don Parman and Will Heller have been holding weekly virtual What Would Don Do? meetings with the industry since April 15, 2020.

Topics covered include audience services, disinfecting, and emergency preparedness. Don and Will have been joined by around 30 participants every single meeting, and it is still going strong!

450+ attendees



MOTION PICTURE INDUSTRY GUIDELINES

Actsafe's Anand Kanna assisted with the B.C. Motion Picture COVID-19 Best Practices Coalition and was an active member of each working group assigned with the task of creating B.C.'s Pandemic Production Guide. Both documents provided safety guidelines allowing for the safe return to operations for B.C.'s motion picture industry.

ACTSAFE SAFETY IN ENTERTAINMENT AWARDS

In 2020, Actsafe launched the Actsafe Safety in Entertainment (ASE) Awards. The awards recognize individuals and organizations who were ambassadors and pioneers for safety over the course of the year in the arts and entertainment industries.

2020's winners were:

Motion Picture and Television Safety Ambassador of the Year – **Lori Stewart**

Performing Arts and Live Event Safety Board – **Clarke Theatre**

Motion Picture and Television Safety Board of the Year – **Riverdale**

Special Recognition Award – **Sue Palladino**



MEMBERSHIP OUTREACH

MOTION PICTURE



2020 has been a challenging year for everyone. COVID-19 presented significant challenges to the way we live, the way we work, and the way we play, as isolation and distancing became a way of life. We were no longer able to go out and catch a movie at the theatre or grab a bite to eat with friends. And while that has had an impact on everyone's social lives, the impact these restrictions have had on the people that make their livelihood producing motion pictures was immeasurable. The toll financially and mentally has been staggering, but what the motion picture sector has shown is incredible resilience, and an ability to work together to adapt to the ever-changing "new normal." Throughout this period of change, Actsafe has continuously supported the changing safety requirements of workplaces in B.C.

Taking an active role in generating safe return-to-operations guidelines with the B.C. Motion Picture COVID-19 Best Practices Coalition and the Pandemic Production Guide Working Groups, and also delivering over 200 COVID-19 safety plan reviews in the second half of 2020, were just a few ways our safety team helped support the industry in 2020. Switching to a virtual delivery of our popular Motion Picture Safety for Supervisors workshop allowed more accessibility for industry members to take advantage of this important training.

The addition of the motion picture sector to Actsafe's annual Entertainment Safety Conference and presenting the first ever Actsafe Safety in Entertainment Awards were other highlights of Actsafe's 2020 mission pre-COVID-19. And while we had to shift gears and virtually deliver the 2020 Actsafe Injury Prevention Week in September, the 10 webinars focused on mental health provided important support to workers in B.C.'s arts and entertainment industries. They were quite timely, and attendance was fantastic!

2020 also brought a new member to the team. Natalli Dias stepped into the role of Motion Picture Safety Advisor and immediately made an impact to the industry. With her expertise and leadership as a safety professional, Natalli was able to complete a record number of COVID-19 safety plan reviews to the sector, provide integral guidance to stakeholders, and help develop key initiatives in Actsafe's 2020 work plan.

Yes, 2020 was a year that brought about unprecedented challenges and changes, but the one thing that it has done is proven how important safety is, not only on our worksites, but in our everyday lives. One thing is certain, Actsafe will continue to keep the safety momentum rolling and will remain the trusted source of safety resources in entertainment production.



- Anand Kanna,
Manager, Motion Picture Services

Motion Picture Outreach By The Numbers

- **2,742** MPGSA101 attendees (vs. 2,181 in 2019)
- **1,143** webpage views of Motion Picture's Pandemic Production Guide
- **40** in-house and **241** virtual Motion Picture Safety for Supervisors workshop attendees (vs. 281 2019)
- **600** Actsafe COVID-19 Safety Procedures Course participants
- **331** Actsafe Injury Prevention Week attendees
- **85%** of those who registered for our STAR system in 2020, and who indicated their sector, were from the Motion Picture, Television, and Commercial industries (vs. 66% in 2019)



Natalli Dias,
Safety Advisor, Motion Picture

PERFORMING ARTS



To say 2020 was a challenge would be an understatement. Going from the outstanding success of our annual Entertainment Safety Conference into a lockdown, that still remains in place for the live event industry, outreach had to take on a very new look.

With the support of the entire Actsafe team, Will Heller, Performing Arts Safety Advisor, and I launched into a virtual outreach plan of epic proportions.

To be available to field questions from the industry and share what information we had, we created What Would Don Do? This weekly meeting was a Q & A and knowledge sharing platform for the industry and gave us information as to what the industry concerns were and how best to support the industry during the pandemic. These conversations guided us on which resources we should be creating to best serve the industry. In fifteen sessions we reached over 450 attendees from all corners of our industry – dance, circus, designers, directors, and an endless list of workers and employers who came together to help the industry.

Alongside our programs, Will and I joined countless industry groups in virtual environments including, but not limited to, CITT (Canadian Institute for Theatre Technology), Canadian Live Music Association, B.C. Festivals Collective, B.C. Touring Council, PACT (Professional Alliance of Canadian Theatres), GVPTA (Greater Vancouver Professional Theatre Alliance), and more.

Despite all the challenges COVID-19 threw our way, we still managed a training trip to Victoria in late September, where we had the chance to put our COVID-19 plans and documents to the test. This trip proved to be a remarkable success and equipped us with the confidence in our COVID-19 protocols.

As challenging as 2020 was, it was a year that Actsafe reached its stakeholders like never before. Our relationships and reach have expanded at an exceptional rate and will carry us well into 2021.



- Don Parman,
Manager, Performing Arts and Live Events

Performing Arts Outreach By The Numbers

- **36** in-house, and **58** virtual Performing Arts Safety Awareness attendees (vs. 140 in 2019)
- **55** Performing Arts Safety for Supervisors attendees (vs. 23 in 2019)
- **267** Actsafe Entertainment Safety Conference attendees (vs. 264 in 2019)
- **422** Provincial Health Officer Gathering and Event Order comparison webpage views
- **450** What Would Don Do? attendees



Will Heller,
Safety Advisor, Performing Arts and Live Events

PROGRAMS AND SERVICES

PRODUCTION PACKAGES

Production package distribution doubled from 2019 to 2020. Due to the restrictions imposed, in June 2020 Actsafe revised and redesigned our production packages to deliver them digitally. Since the digital production package was now more accessible, it meant we could target more productions in British Columbia and not be limited to those we were able to visit in person.

Each production package contains a curated selection of important literature and resources to provide an understanding of requirements for any new productions to create a safe and healthy workplace for your workers. To request a production package, click [here](#).



123 Production packages distributed in 2020
Compared to 61 in 2019

28 physical, 95 digital

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) RENTAL PROGRAM

An on-site AED can mean a difference in saving a person's life on the spot, or while waiting for an ambulance. Actsafe's AED Rental Program provides workplaces with this potentially life-saving device at minimal cost. Despite the pause in production at the beginning of 2020, we still rented almost the same number of AEDs as we did in 2019, which indicates how quickly the motion picture industry was able to get back to production.



68 AED units rented out to 29 productions in 2020
Compared to 71 AED units rented to 42 productions in 2019

COVID-19 SAFETY PLANS

In 2020, before returning to operations, employers were required to have a safety plan in place to deal specifically with the COVID-19 hazard in their workplaces. We invited productions to submit their safety plans to Actsafe's safety advisors, who then reviewed them and provided feedback before they headed back to production.

Total number of safety plans reviewed in 2020

237 Motion Picture Safety Plans

70 Performing Arts Safety Plans



ACTSAFE ENTERTAINMENT SAFETY CONFERENCE

In its fourth year in 2020, the Actsafe Entertainment Safety Conference (AESC) was held at the River Rock Casino Resort on March 5–7, 2020. The AESC was created in 2017 to encourage important connections between everyone who provides support to the live event industry and is focused on sharing knowledge about making arts and entertainment workplaces safer for workers and audiences alike. In order to meet the demand for more motion picture and television industry specific content, the conference expanded from a two-day conference to a three-day conference in 2020.

Kicking off the conference was a keynote address from Event Safety Alliance's Vice President, Steven Adelman. On the first morning of the conference, Steven adjusted his presentation to reflect how the COVID-19 pandemic may affect the arts and entertainment industries – information that ended up being vital in the months ahead.

Over 50 90-minute sessions were held across the conference, including:

- A Crash Course in Emergency Planning for Festivals and Mass Gathering Events
- #metoo: Choosing to be a Leader
- An Introduction to Intimacy Coordinators in Film & Television
- Concussion Awareness Training Tool (CATT) Course for Workers & Workplaces: What You Need to Know About Concussion
- Naloxone Training
- Safe at Any Cost: When Risk Mitigation Becomes Catastrophic

Visit actsafeconference.ca for the full list of sessions.

267

ATTENDEES

52

SESSIONS

24

SPONSORS

18

EXHIBITORS

3

DAYS



As part of the social event of the AESC, Actsafe launched the inaugural Actsafe Safety in Entertainment (ASE) Awards and hosted the WorkSafeBC Student Video Contest Awards. Four ASE Awards were presented to very deserving winners who were all pioneers for safety in 2019.



Due to its popularity in 2018 and 2019, Eric Stuart brought his Crowd Safety Workshop back to B.C. from the UK. This two-day workshop sold out both sessions and received great feedback.

“Every session provides something valuable to my team and my venue. It's fantastic to have the most current information - specific to our unique industry - available all in one place.”

– **Krista Pavane,**
Evergreen Cultural Centre

These photos were taken before the physical distancing restrictions of the COVID-19 pandemic were in place.

DIGITAL MEDIA AND COMMUNICATIONS

MONTHLY WEBSITE VISITORS



9,758

Over 1,000 more per month than 2019.

SOCIAL NETWORK FOLLOWERS



3,200 +

Over 500 more followers than 2019.

LIVECHAT CONVERSATIONS



2,500+

700 more LiveChats with our team than 2019!

ONLINE FIRST-AID TOOL COMPLETIONS



356

76 more assessments completed than in 2019.



87%

of all website users visiting via our social media channels were from Facebook.



80%

of Actsafe's Canadian website traffic is from British Columbia.



14%

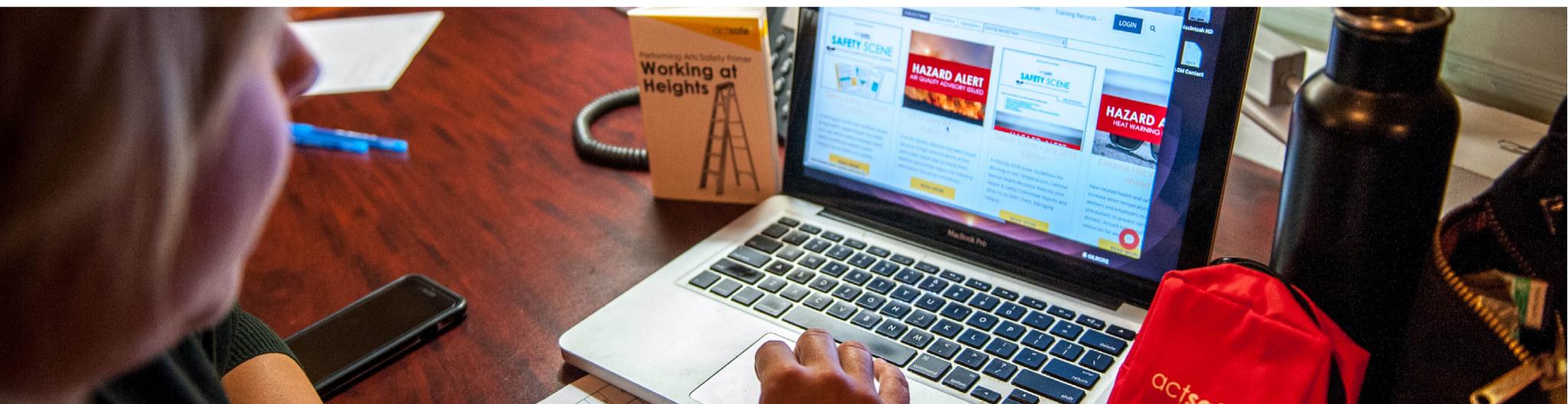
of LiveChat enquiries were about Actsafe's Motion Picture Safety 101 – General Safety Awareness.

TOP 5 MOST VIEWED PAGES ON THE ACTSAFE WEBSITE IN 2020:

- Courses Page
- Actsafe's Motion Picture Safety 101 – General Safety Awareness.
- COVID-19 Resources for the Arts and Entertainment Industries Page
- Motion Picture Industry Orientation Course
- Aerial/Scissor Lift Training

Throughout 2020 we reorganized our website navigation system to create a robust search menu. Visitors can now search by topic or department.

Our carefully curated COVID-19 resource page was featured prominently on our website homepage. This section is broken down into performing arts and motion picture specific resources relating to COVID-19 and included information from WorkSafeBC and the Ministry of Health. At the end of October we launched a Provincial Health Officer Gathering and Events Order comparison page to help the industry identify changes made to the orders, which received over 400 visitors by the end of 2020.



NEWSLETTERS AND UPDATES

Actsafes has several mailing lists available for our stakeholders to subscribe to. In the emails, subscribers receive news and updates from Actsafes and our industries including our monthly and quarterly newsletters, conference news, and our newly introduced COVID-19 updates.



1,500+
SUBSCRIBERS



Safety Scene is a quarterly newsletter filled with articles to increase our audience's knowledge of certain health and safety topics. 2020's newsletter themes were: **Ergonomics, Mental Health, Concussions, and Learning, Training, and Development.**

The edition with the highest open rate was our **Learning, Training, and Development** issue.

At the end of 2020, we distributed a survey to our subscribers to gauge our newsletter satisfaction rate. We were pleased to receive a rating of 8.9 out of 10 stars, with 10 being highly satisfied and 1 being dissatisfied. We always strive to listen to feedback to best improve our resources.

Thank you for your rating


8.9/10 stars

SUBSCRIBE HERE

Our most viewed monthly update of 2020 was released on March 13 and featured Actsafes's COVID-19 response to the pandemic. Due to the high open rate on this email and the number of in-demand resources being created and added to the website regularly, we created a subscriber list specifically for COVID-19 updates and resources. Between March and December 2020, we gained 318 subscribers, and have an average open rate of almost 70%.

The most clicked link from all our COVID-19 emails was the [Motion Picture Industry COVID-19 Safety Guidelines](#), which was created by the B.C. Motion Picture Industry COVID-19 Best Practices Coalition.

SUBSCRIBE HERE TO COVID-19 UPDATES

CORPORATE SOCIAL RESPONSIBILITY

Corporate Social Responsibility is important to Actsafe and in 2020 we had to take a different approach as we began working from home. Some of our usual goals, such as reducing the amount of paper we use for printing, were no longer applicable, so we looked at ways to improve the knowledge of our team about various social issues and give back to our community.



Actsafe Gives Back

Actsafe launched [Actsafe Gives Back](#) at the end of 2020, a program that gives workers from the arts and entertainment industries access to safety training that they might not be able to afford due to the impacts of the pandemic.

The four training packages were:

- Welcome to the Motion Picture Industry
- The Basics for Security Workers
- What Technicians Need to Know
- For the Seasoned Veterans

From the 44 nominations we received, four workers who met the qualifying criteria were selected to receive these training packages.



This photo was taken before COVID-19 was announced as a pandemic.

Pink Shirt Day

On Pink Shirt Day, February 26, the Actsafe team wore pink to show our support for anti-bullying. Bullying is still a persistent and ever-evolving problem that our team does not tolerate in our place of work and beyond.

To be inspired, click below to read about our sustainability efforts.

[READ MORE](#)



Threads of Life

100% of all revenue generated from advertisements in our quarterly newsletters is donated to our chosen charity of the year. In 2020 we were supporting [Threads of Life](#) and we donated **\$1,333.50**. The team also participated in their [#MyWhyMyWay](#) campaign by playing some virtual games together to show support for Threads of Life families.



Orange Shirt Day

On September 30, the Actsafe team met to learn about Orange Shirt Day, an event designed to educate people and promote awareness in Canada about the residential school system in hopes to keep the reconciliation process alive.

Unconscious Bias Training

Provided by The Canadian Centre for Diversity and Inclusion, the Actsafe team attended the webinar 'Unconscious Bias' to learn about how our perceptions of others are formulated, the entrenchment of bias that may be unconscious and its impact, and how to enhance awareness and reduce the potential for disrespect that bias can engender. As the first step of many we have created an opt-in setting for the team for the declaration of name pronunciation and pronouns on our website and in our email signatures.

TEAMS AND COMMITTEES

“Actsafes commitment to improving safety in our sector is a valuable asset. It continues to maintain the push for continual improvement for workers, supervisors, and employers alike.”

– **Ben Burrow**, Chemainus Theatre Festival



Actsafes Board of Directors during an online meeting who are joined by Actsafes Manu Nellutla and Lisa Wild, and WorkSafeBCs Lisa Houle.

Actsafes is governed by sectors in the industry it represents. Two standing committees that represent the motion picture and performing arts communities advise Actsafes on resources and services.

BOARD

Lynne Charbonneau

Chair

Ted Violini

Vice Chair

Michael Van Dijk

Treasurer

Tracey Wood

Motion Picture Employer Representative

Rob Larson*

Motion Picture Worker Representative

Miles Muir

Performing Arts Employer Representative

Dave Wilson

Performing Arts Worker Representative

**Effective June 2020, Mr. Larson succeeded Motion Picture Worker Representative Tom Adair upon his resignation.*

ACTSAFE TEAM



Natalli Dias
Safety Advisor,
Motion Picture



Gaurav Gupta
Membership
Engagement
Coordinator



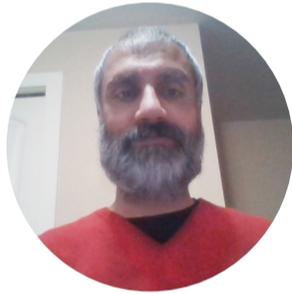
Will Heller
Safety Advisor,
Performing Arts
and Live Events



Maureen Kaake
Operations
Manager



Anand Kanna
Manager, Motion
Picture Services



Harnak Lalli
Senior Accountant



Jennifer Lane
Marketing and
Communications
Specialist



Manu Nellutla
CEO



Don Parman
Manager, Performing
Arts and Live Events



Ella Pritchard
Digital Media and
Analytics Specialist



Carolyn Stewart
Receptionist and
Administration
Assistant



Lisa Wild
Operations Assistant



15 years at Actsafe

In 2020, Maureen Kaake celebrated 15 years at Actsafe.

“Watching Actsafe grow over the years has been an absolute pleasure, not to mention very exciting. The work that we do is so important. I am extremely proud to be part of such an impressive team.”

Congratulations Maureen. Here's to many more years!

MOTION PICTURE STANDING COMMITTEE

Chair

Manu Nellutla

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

Sion Dettra

**Alliance of Motion Picture and
Television Producers**

Tracey Wood

**Association of Canadian Film
Craftspeople**

Jeff Holloway

**Canadian Media Production
Association – B.C. Producers' Branch**

Jason Lee

**Contract Services Administration
Trust Fund**

Matthew Antonucci

Creative B.C.

Katherine Pavoni

**Directors Guild of Canada – British
Columbia**

Rob Larson

IATSE International

Julia Neville (Advisor)

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

Keith Woods

International Cinematographers**Guild – Local 669**

Nicole Paulus (interim)

Netflix

Jonathan Osland

NBC Universal

Paul Jordan

Paramount Pictures Corporation

Jonas Matz

Sony Pictures

Bram Cole

Teamsters – Local 155

Shawn Henter

**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 STANDING COMMITTEE

Chair

Manu Nellutla

B.C. Alliance for Arts + Culture

Beverly Edgecombe

B.C. Touring Council

Joanna Maratta

Canadian Actors Equity Association

Jennifer Riedle

**Canadian Alliance of Dance Artists
(CADA-B.C.)**

Jessica Wadsworth

**Canadian Institute of Theatre
Technology**

Alex House

Dancer Transition Resource Centre

Megan Andrews

**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**

George Scott

**Professional Association of
Canadian Theatres**

Carey Dodge

Riggit Services Inc.

Matt Lees

Scene Ideas

Isaac Kinakin

The Dance Centre

Chengyan Boon

Underground Circus

Peter Boulanger

Vancouver Civic Theatres

Miles Muir

**Vancouver Musicians Association –
Local 145**

Dusty Kelly

WorkSafeBC

Lisa Houle (Advisor)

Kim Stubbs (Advisor)

FINANCIAL REPORTS

Actsafes Safety Association
Financial Statements
December 31, 2020



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, 2020, and the statement of operations, statement of 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, 2020, 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.
April 15, 2021

Chartered Professional Accountants

Actsafes Safety Association

Statement of Financial Position

December 31, 2020

	2020	2019
	\$	\$
Assets		
Current assets		
Cash and cash equivalents	564,983	300,483
Term deposit (Note 3)	230,000	230,000
Accounts receivable	87,794	35,344
GST/HST receivable	2,990	9,858
Interest receivable	8,098	11,238
Prepaid expenses and deposits	<u>52,213</u>	<u>48,443</u>
	946,078	635,366
Property and equipment (Note 4)	118,629	130,890
Rental equipment (Note 5)	<u>24,951</u>	<u>32,446</u>
	<u>1,089,658</u>	<u>798,702</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	63,306	39,134
Deferred revenue (Note 6)	15,100	36,700
Current portion of deferred lease inducements (Note 7)	17,641	29,007
Current portion of obligations under capital leases (Note 8)	<u>10,197</u>	<u>13,662</u>
	106,244	118,503
Obligations under capital leases (Note 8)	10,068	20,042
Deferred lease inducements (Note 7)	<u>23,013</u>	<u>12,086</u>
	<u>139,325</u>	<u>150,631</u>
Commitments under operating leases (Note 9)		
Net assets		
Internally restricted (Note 10)	750,000	230,000
Unrestricted	<u>200,333</u>	<u>418,071</u>
	<u>950,333</u>	<u>648,071</u>
	<u>1,089,658</u>	<u>798,702</u>

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

Approved by the Board

Michael van Dijk, Director

M. Habes, Director

Actsafes Safety Association

Statement of Operations

Year ended December 31, 2020

	2020	2019
	\$	\$
Revenue		
WorkSafe BC funding	1,600,000	1,500,000
Course fees	278,286	325,574
Interest income	12,266	14,681
Other income (Note 14)	188,755	183,642
	<u>2,079,307</u>	<u>2,023,897</u>
Expenses		
Advertising and sponsorships	13,590	17,913
Board and committee (Note 13)	20,700	19,300
Conference and meetings	105,834	74,791
Consultants and contractors	275,009	410,500
Furniture and equipment (Note 11)	82,475	102,275
Interest on capital leases	2,635	2,206
Miscellaneous	21,501	18,235
Office supplies	14,008	21,424
Professional fees	17,500	15,500
Property taxes and general insurance	7,581	7,465
Publication and materials	6,310	50,871
Rent	124,688	127,949
Repairs and maintenance	1,075	1,815
Salaries and benefits (Note 12)	966,767	775,766
Technology	88,895	116,401
Telecommunications and freight	13,044	8,719
Training - staff	8,195	1,800
Travel	7,238	27,783
	<u>1,777,045</u>	<u>1,800,713</u>
Excess of revenue over expenses for the year	302,262	223,184

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

Actsafes Safety Association

Statement of Changes in Net Assets

Year ended December 31, 2020

2020

	Total \$	Internally restricted \$	Unrestricted \$
Balance, beginning of year	648,071	230,000	418,071
Excess of revenue over expenses for the year	302,262	-	302,262
Transfers			
Additions to internally restricted fund	<u>-</u>	<u>520,000</u>	<u>(520,000)</u>
Balance, end of year	<u>950,333</u>	<u>750,000</u>	<u>200,333</u>

2019

	Total \$	Internally restricted \$	Unrestricted \$
Balance, beginning of year	424,887	230,000	194,887
Excess of revenue over expenses for the year	<u>223,184</u>	<u>-</u>	<u>223,184</u>
Balance, end of year	<u>648,071</u>	<u>230,000</u>	<u>418,071</u>

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

Actsafes Safety Association

Statement of Cash Flows

Year ended December 31, 2020

	2020	2019
	\$	\$
Cash flows from operating activities		
Excess of revenue over expenses for the year	302,262	223,184
Items not affecting cash		
Amortization of deferred lease inducement	(439)	(29,007)
Amortization of rental equipment	13,728	14,833
Amortization of property and equipment	45,817	65,441
Amortization of equipment under capital leases	6,918	6,553
Changes in non-cash working capital		
Accounts receivable	(52,450)	10,822
GST/HST receivable	6,868	(9,858)
Interest receivable	3,140	(5,230)
Prepaid expenses and deposits	(3,770)	(7,416)
Accounts payable and accrued liabilities	24,170	(26,233)
GST/HST payable	-	(74,293)
Deferred revenue	(21,600)	7,681
	<u>324,644</u>	<u>176,477</u>
Cash flows from (used in) investing activities		
Acquisition of property and equipment	(40,473)	(25,685)
Acquisition of rental equipment	(6,232)	(19,430)
	<u>(46,705)</u>	<u>(45,115)</u>
Cash flows from (used in) financing activity		
Repayments of capital lease obligations	(13,439)	(8,300)
Increase in cash and cash equivalents during the year	264,500	123,062
Cash and cash equivalents, beginning of year	<u>300,483</u>	<u>177,421</u>
Cash and cash equivalents, end of year	<u>564,983</u>	<u>300,483</u>
Cash and cash equivalents consists of:		
Cash	44,983	72,983
Guaranteed investment certificates	<u>520,000</u>	<u>227,500</u>
	564,983	300,483

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

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2020

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.

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. In mid-March 2020, federal, regional, and local authorities in Canada, the United States, and other nations began to significantly restrict the ability of people to leave their homes and carry out normal day-to-day activities. These measures will have a significant, negative effect on the economy of all nations for an uncertain period of time. The effect on the Association's operations and financial position are also uncertain.

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.

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2020

2. Significant accounting policies - continued

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.

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 (2019 - \$ 230,000) maturing January 27, 2023, earning interest at annual rates of 1.10%, 1.50% and 2.20% respectively for the three-year term.

4. Property and equipment

			2020 \$
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	256,089	212,939	43,150
Office equipment	125,117	79,628	45,489
Furniture and fixtures	<u>93,316</u>	<u>63,326</u>	<u>29,990</u>
	474,522	355,893	118,629
			2019 \$
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	221,752	178,307	43,445
Office equipment	125,117	68,255	56,862
Furniture and fixtures	<u>87,179</u>	<u>56,596</u>	<u>30,583</u>
	434,048	303,158	130,890

Actsafesafety Association

Notes to the Financial Statements

December 31, 2020

4. Property and equipment - continued

Included in property and equipment are assets under a capital lease with a cost of \$ 59,096 (2019 - 59,096) and accumulated amortization of \$ 31,424 (2019 - \$ 24,507).

	2020		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	99,260	74,309	24,951
			2019
			\$
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	93,027	60,581	32,446

6. Deferred revenue

Deferred revenue consists of prepaid course fees of \$ 11,600 (2019 - \$ 11,650), deferred revenue for the 2021 Actsafes Entertainment Safety Conference of \$ 3,500 (2019 - \$ 25,050).

	2020	2019
	\$	\$
Lease inducements received	173,603	145,035
Accumulated amortization	<u>132,949</u>	<u>103,942</u>
Balance of deferred lease inducements	40,654	41,093
Less: Current portion	<u>17,641</u>	<u>29,007</u>
	23,013	12,086

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2020

8. Obligations under capital leases

The Association leases office and computer equipment under capital leases that expire during the fiscal years ending December 31, 2021 and 2022. The following is a schedule of the future minimum lease payments required under the capital leases:

	\$
2021	15,993
2022	<u>6,268</u>
Total minimum lease payments	22,261
Less: GST input tax credits	808
Less: Imputed interest at 5.34%	<u>1,188</u>
	20,265
Less: Current portion	<u>10,197</u>
	10,068

9. Commitments under operating leases

The Association leases its premises and equipment under operating leases that expire in 2024 and 2025. The Association is obligated to make the following minimum lease payments under its operating leases:

	\$
2021	83,271
2022	94,721
2023	96,551
2024	42,714
2025	<u>4,259</u>
	321,516

The Association is also obligated to pay its share of property taxes and operating expenses, which was \$ 68,413 in the current year (2019 - \$ 73,170).

10. Internally restricted net assets

The Association has reserved \$ 400,000 (2019 - \$ 230,000) as permitted under the WorkSafeBC funding agreement, as a reserve fund. The Association has also reserved \$ 350,000 (2019 - \$ Nil) for unplanned project and operational expenses in the Special Purpose Fluctuation reserve fund.

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2020

10. Internally restricted net assets - continued

These internally restricted amounts are not available for other purposes without approval from the Board of Directors.

	2020 \$	2019 \$
WorkSafeBC reserve fund	400,000	230,000
Special Purpose Fluctuation reserve fund	<u>350,000</u>	<u>-</u>
	750,000	230,000

11. Furniture and equipment

	2020 \$	2019 \$
Amortization of equipment under capital lease	6,918	6,553
Amortization of property and equipment	45,817	65,441
Amortization of rental equipment	13,728	14,833
Furniture and equipment purchases	6,704	3,845
Furniture and equipment rental	4,943	5,476
Product sales purchases	<u>4,365</u>	<u>6,127</u>
	82,475	102,275

12. 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 2020 fiscal year, 5 employees (2019 - 4 employees) earned over \$ 75,000 and were paid a total of \$ 520,027 (2019 - \$ 397,370).

13. 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:

	2020 \$	2019 \$
Chair	5,850	5,850
Vice Chair	2,550	3,150
Treasurer	3,000	500
Former Director, Worker Representative - Motion Picture	1,450	1,850
Director, Employer Representative - Performing Arts	2,100	2,100
Director, Worker Representative - Performing Arts	3,000	3,000
Director, Worker Representative - Motion Picture	<u>950</u>	<u>-</u>
	18,900	16,450

Acts safe Safety Association

Notes to the Financial Statements

December 31, 2020

14. Other income

Other income includes the following:

	2020	2019
	\$	\$
MPIO Certificates	8,550	21,900
First aid kit sales	883	1,668
AED rentals	56,315	58,165
Service sales	12,832	24,152
Acts safe Entertainment Safety Conference	94,870	77,757
Wage subsidy	<u>15,305</u>	<u>-</u>
	<u>188,755</u>	<u>183,642</u>

15. Financial instruments

Financial instruments consist of cash and cash equivalents, term deposit, accounts receivable and accounts payable and accrued liabilities.

Credit risk

The Association is exposed to credit risk in respect of its cash and cash equivalents, term deposit and accounts receivable due to the potential for counterparties to default on their contractual obligations to the Association. The maximum potential loss on these financial instruments is equal to the carrying amounts of these items. Credit risk exposure is minimized by dealing with counterparties who are believed to be creditworthy.

Interest rate risk

The Association's investments bear interest at fixed rates and are therefore subject to interest rate price risk as fluctuations in the market rates of interest may increase or decrease their fair value.

