



ANNUAL REPORT

2021
EDITION



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WHO WE ARE

Actsafes Safety Association (Actsafes) is a not-for-profit health and safety association supporting British Columbia's arts and entertainment industries. Since 1998, Actsafes has worked with workers, supervisors, employers, unions, and provincial government agencies to support the prevention and elimination of occupational disease, injuries, and illness.

We support over 2,700 employers and over 66,000 workers in the following classification units:

- Motion Picture, Commercial, or Television Production
- Organizing or Conducting Special Events
- Performing Arts
- Live Performance Venue

Actsafes is funded by industry through WorkSafeBC annual assessments and is governed by the industries it represents through a Board of Directors and two standing committees that represent both the motion picture and performing arts industries.

WHAT WE DO

Actsafes works with industry stakeholders to build a positive health and safety culture through the development and implementation of health and safety initiatives. By providing training, resources, program development, and advisory services, we serve our industry and get one step closer to achieving our mission to make British Columbia the safest place in the world for the production of motion pictures, television, live events, and performing arts.

OUR CORE VALUES

Collaboration

Only through the collaboration of all our members, stakeholders, employers, unions, and regulators can we create a workplace free of occupational injury and illness.

Innovation

We serve dynamic and creative industries. Innovation ensures we are constantly looking for new ways to improve our programs and services supporting industry stakeholders.

Accessibility

Our industries don't stand still. Workers and workplaces are constantly on the move and our programs and services need to be conveniently accessible to anyone who needs them.

OUR HISTORY

In the late 1990s, members of British Columbia's motion picture, television and performing arts industries were brought together with a mandate to review occupational health and safety regulations and to provide guidance as to the applicability of regulations within these industries. The success of this collaboration between representatives from employers, workers and regulatory organizations resulted in the formation of SHAPE in 1998, which soon after became Actsafe, and it remains at the core of our governance model to this day.

MESSAGE FROM THE CHAIR



As we head into what feels like a different phase of the pandemic, there is much to look forward to: more time with family and friends, dining at restaurants, and of course, returning to the arts. Art plays an irreplaceable role in our society—it elevates, inspires, and transports us. Being able to return to these experiences at the theatre or cinema is something we have all looked forward to and, thanks to the resilience of Actsafe's members and staff, we are now in a safer place to do so.

As we have continued to navigate the complicated waters of changing public health orders over the past year, you have all demonstrated incredible resilience in the face of unprecedented challenges. You have continued to support this industry to ensure that those who work in it can do so safely. You have not only endured change but embraced it—innovating and pivoting to develop new health and safety practices that keep workers safe.

While our focus has been on supporting our members and industry, our staff at Actsafe have also demonstrated tremendous fortitude in managing a change in leadership this past year. With our CEO Manu Nellutla's departure, we struck a Leadership Council represented by Anand Kanna, Jennifer Lane, and Lisa Wild. This team provided the necessary stability and guidance for our organization as we searched for a new CEO, and I cannot thank them enough for their stewardship. Thank you also to Manu for his contributions during his tenure.

As I head into the final few months of my term as Board Chair, I am filled with hope and excitement for what's to come for Actsafe. Incoming CEO Trina Pollard has a head full of plans and a heart filled with passion. With her background in not-for-profit management and occupational health and safety, I know she will bring new ideas and a vision that will propel us into the future. I would also like to congratulate Ted Violini, who will step in as Chair of the Board of Directors in June. I wish Ted and Trina well as they continue to take this organization forward.

Finally, to you, our members and staff, thank you for the past four years. It has been a pleasure to serve as your Chair, and I leave with great pride in the things we have accomplished together to make British Columbia the safest place in the world for the production of motion pictures, television, live events, and performing arts. I know the past few years have not been easy, either personally or professionally, but together we have made a big impact. You are the ones that allow artistic expression and creativity to come to life and, together, you have rallied and supported one another so that we can once again enjoy the arts. I have learned so much working in partnership with you over the past couple of years and it has enriched my life. I now look forward to seeing you in a different capacity—enjoying a play or concert as spectators in the near future.

Lynne Charbonneau

Chair

MESSAGE FROM THE CEO



Growing up, I was no stranger to the stage. As a trained dancer, I performed in community theatres and on movie sets and even toured with the Canadian singer, Charlotte Diamond. Since then, my love for the entertainment industry has only grown and is a passion I share with my family as we enjoy concerts, comedy shows, movies and, of course, our favourite streaming services together. For the majority of my professional career, it has been my dream to lead a not-for-profit organization (NPO). Now, as CEO of Actsafe, I have the opportunity to combine my love for the arts and my passion for health, safety, and wellness, with my expertise in the governance and management of NPOs, to help ensure those who work to make these pieces of art come to life go home safely at the end of their shift.

Championing the health, safety, and wellness of workers in this province has been at the core of much of what I've done in my jobs and in a volunteer capacity. Throughout my work at go2HR, WorkSafeBC, and the Chartered Professionals of Human Resources Association, I have worked to create more effective workplaces for workers in tourism and hospitality, transportation, small business, motion pictures, and performing arts, as well as new and young workers, through education and consultation. I have also had a long-standing commitment to the NPO industry, particularly associations, running an NPO management consulting practice and serving in a volunteer capacity on various Boards of Directors, committees, and working groups.

I step into my new role acknowledging that the industry and all of its members have been through a lot these past few years and that many of us are still healing. The challenges you've endured and the determination you've channelled into ensuring that employers feel supported and the workers are safe are remarkable. The team at Actsafe has also delivered exceptional programming for the industry—hosting an innovative virtual conference, providing free workshops on mental health, supporting the development of COVID-19 safety plans, and continuing outreach activities like 'What Would Don Do?' and 'Ask Anand'. These are successes that deserve to be celebrated. The engagement

achieved with stakeholders across the industry, with representation from workers, employers, unions, and industry partners is something that many associations strive for and is a strength I know will help us move ahead.

As we look to the future, there are some exciting projects on the horizon. A new website, a new on-site ActONE health and safety program gap analysis service, and a new app are examples of tools that will not only empower our industry but make information more accessible to those we serve. And while I'm excited to support these launches, I'm also looking forward to getting to know all of you. In my first year as CEO, I'm committed to meeting one-on-one with members, employers, workers, and other stakeholders to listen and learn—to understand your needs and your ideas, your roadblocks and hopes for the future. As we look to develop our 2023-2025 strategic plan, I want to ensure your feedback, industry insights, and recommendations are heard so we can leverage your expertise and create a plan for the future of the organization that we can all be excited about.

I know the organization has seen significant change over the past year and that change isn't always easy. As Actsafe's new CEO, I am committed to prioritizing transparency, collaboration, and efficiency to enable us to work together as true partners in order to tackle the changing landscape before us. I am passionate about Actsafe's mission and proud to work alongside team members that I respect and value. I'm committed to realizing our plans, delivering high-quality initiatives, and sharing in the successes that we achieve together for this organization, our team, and our industry. By enhancing knowledge, improving attitudes and beliefs, and ultimately shifting behaviours, I know we can make a meaningful and measurable difference to those involved in the arts and entertainment industry. I look forward to leading our organization into our next act.

Trina Pollard

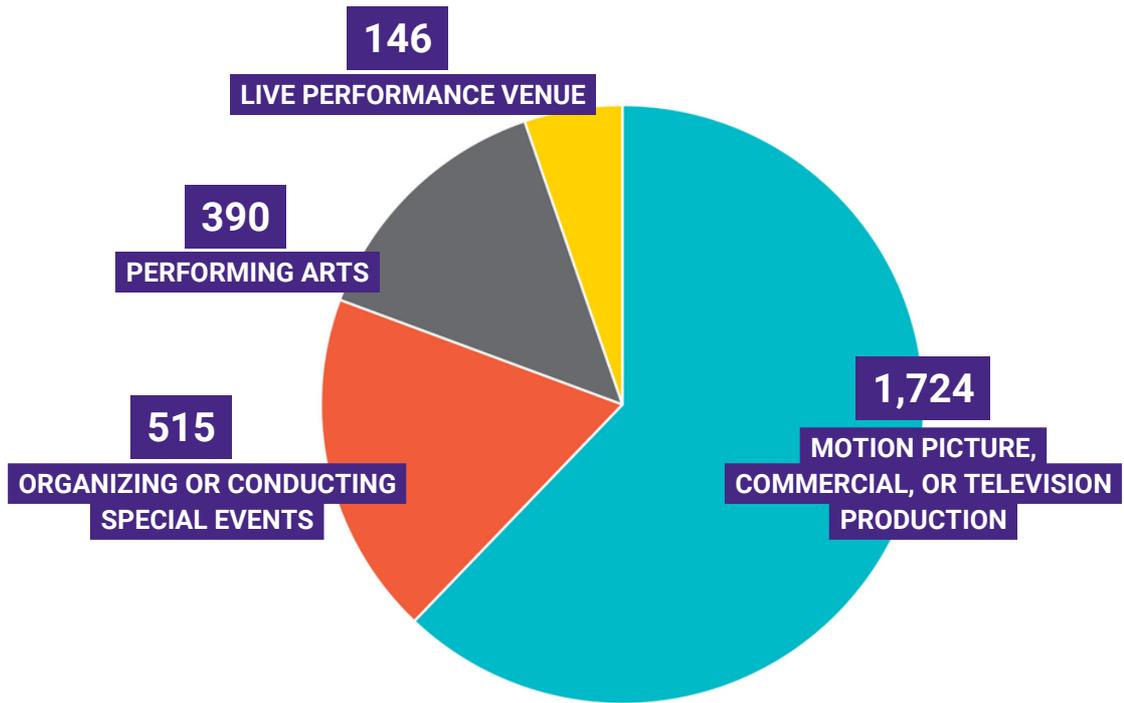
CEO

OUR INDUSTRIES

Actsafes Safety Association supports British Columbia's arts and entertainment industries. Membership includes 2,775 employers and 66,000+ workers from the following four WorkSafeBC classification units (CUs):

<p>Motion Picture, Commercial, or Television Production CU No. 763025</p>	<p>Organizing or Conducting Special Events CU No. 761027</p>
<p>Performing Arts CU No. 761030</p>	<p>Live Performance Venue CU No. 761011</p>

TOTAL NUMBER OF EMPLOYERS BY CU IN 2020



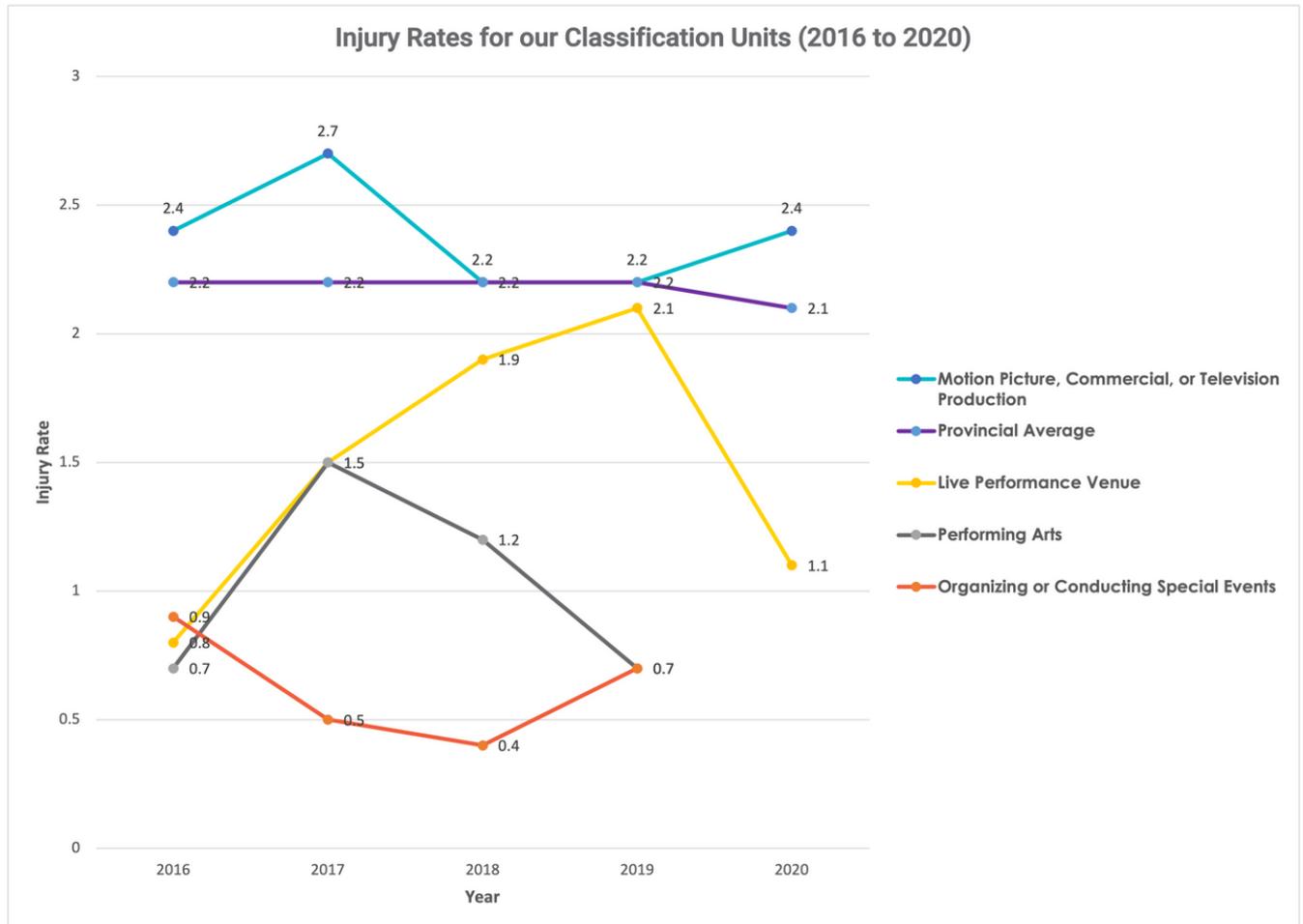
In a 2021 survey, 9/10 of Actsafes customers selected that health and safety is 'very' important to them*

*Based on 2,287 responses. The survey was sent to the arts and entertainment industries and active STAR users.

INJURY AND CLAIM DATA

INJURY RATES*

The injury rate is the number of claims and serious injury claims an industry has for every 100 workers.



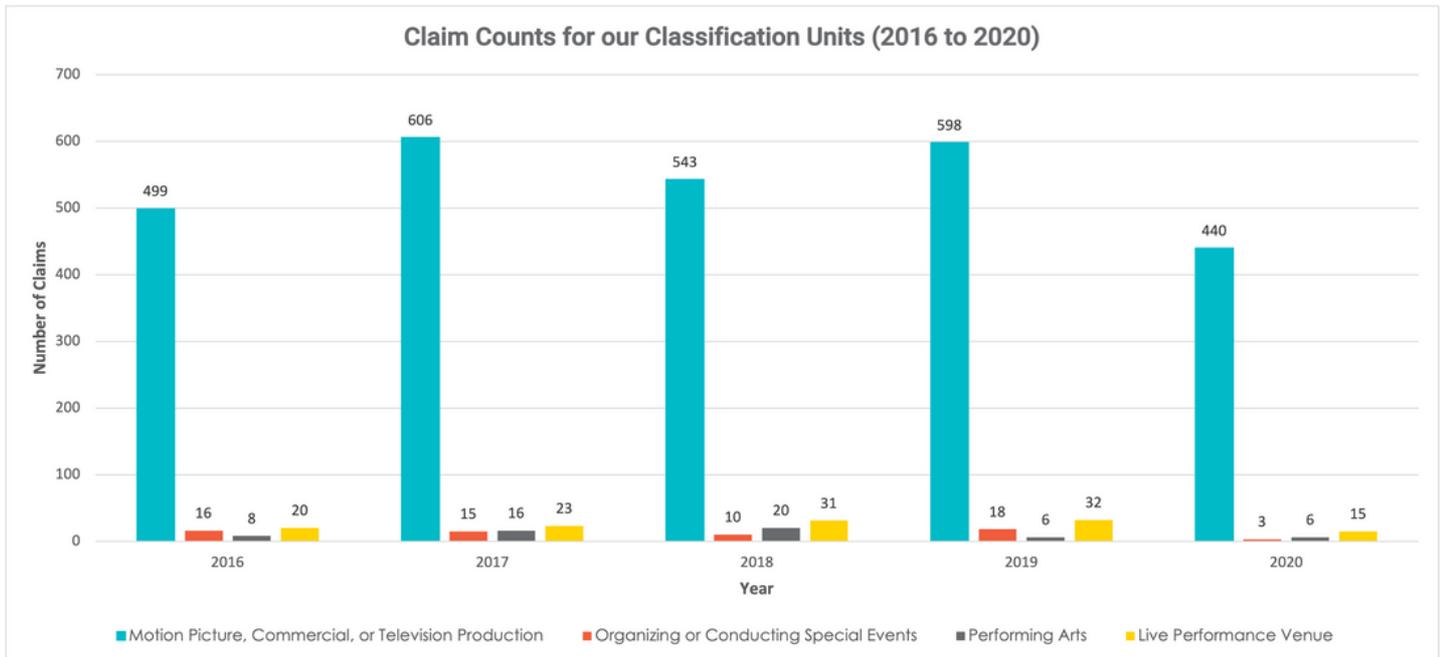
The Motion Picture, Commercial, or Television Production CU is consistently at or above the provincial injury rate average.

The 2020 injury rate data for Performing Arts and Organizing or Conducting Special Events is not available as there were not enough claims made to meet the threshold. This is likely due to the COVID-19 pandemic impacting the ability of these CUs to continue to operate, which could also explain the sharp injury rate decline of the Live Performance Venue CU.

*All data was collected by WorkSafeBC and is available on [worksafebc.com](https://www.worksafebc.com).

CLAIM COUNTS*

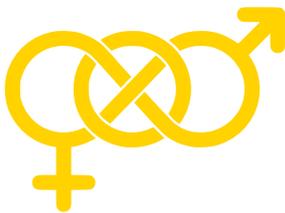
Claim counts are the number of claims for short-term disability, long-term disability, or survivor benefits that have been awarded.



From 2016 to 2019, there was a steadily increasing number of claims across almost all of our CUs. In 2020, this number declined, most likely due to the impact of COVID-19 on our industries' workforce and ability to continue production.

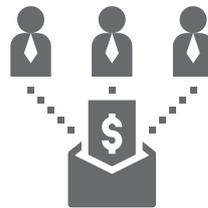
MOTION PICTURE, COMMERCIAL OR TELEVISION PRODUCTION CLAIMS INSIGHTS

As the Motion Picture, Commercial or Television Production CU represents the vast majority of claims across all of our CUs, let's take a look at some 2016–2020 insights.



GENDER OF CLAIMANTS

In the past five years, 72.5% (1,947) of those who made claims identify as male.



ASSESSABLE PAYROLL

There is a correlation between the number of claim counts and assessable payroll – both increasing and decreasing in the same increments.



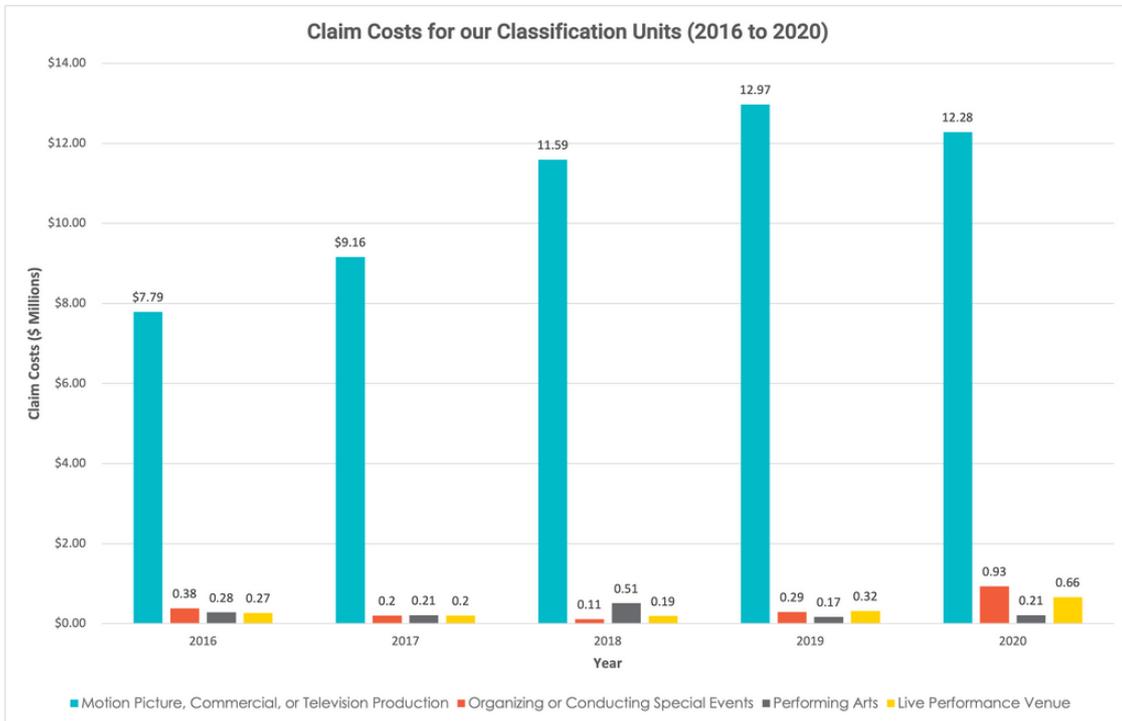
WORK-RELATED DEATHS

Sadly, between 2016 and 2020, there have been three work-related deaths.

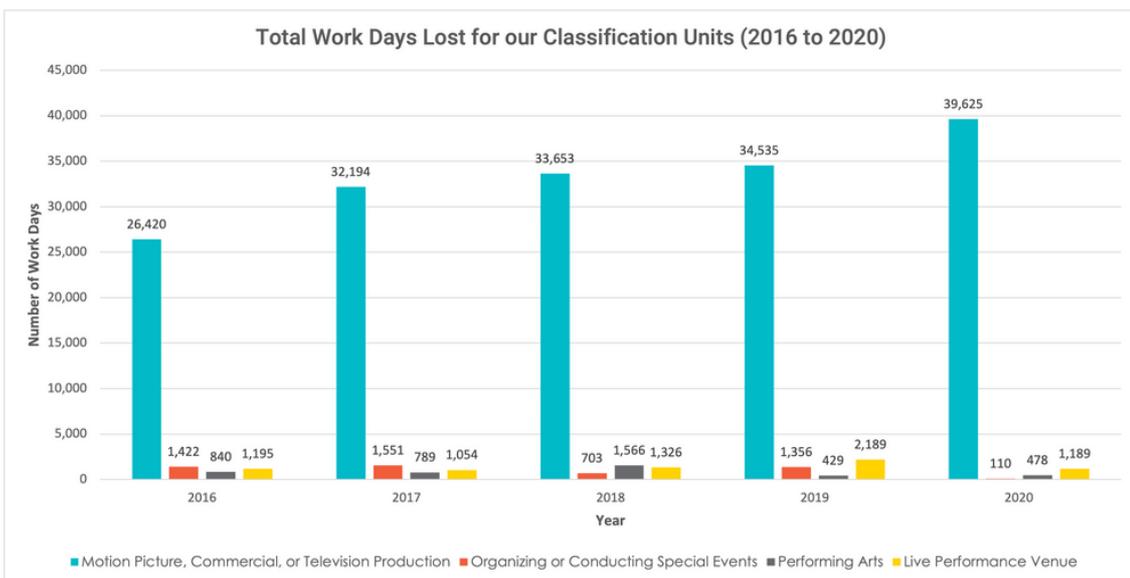
*All data was collected by WorkSafeBC and is available on worksafebc.com.

CLAIM COSTS*

Claim costs are driven by the number of claims and the cost of benefits for those claims.



Not only does the Motion Picture, Commercial, or Television Production CU have a higher number of claims but also higher costs which lead to higher WorkSafeBC premiums. As seen in the chart below, there are a lot of work days lost due to workplace injuries across all our CUs, which has a financial and productivity impact on the workplace.



Through the prevention of injuries and supporting injured workers in recovering at work and returning to work safely, our industries can reduce claim costs.

*All data was collected by WorkSafeBC and is available on worksafebc.com.

INDUSTRY CLAIMS ANALYSIS: COUNTS

Top 5 Accident Type, Nature of Injury, and Source of Injury for each CU between 2016 and 2020.

*Motion Picture, Commercial, or Television Production**



ACCIDENT TYPE

- OVEREXERTION 722 (26.9%)**
- STRUCK BY 444 (16.5%)**
- FALL ON SAME LEVEL 365 (13.6%)**
- FALL FROM ELEVATION 310 (11.5%)**
- STRUCK AGAINST 195 (7.3%)**



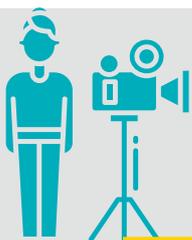
NATURE OF INJURY

- OTHER STRAINS 1,021 (38%)**
- BACK STRAIN 436 (16.2%)**
- CONTUSION 247 (9.2%)**
- FRACTURES 242 (9.0%)**
- LACERATION 238 (8.9%)**



SOURCE OF INJURY

- FLOORS, WALKWAYS, GROUND SURFACES 570 (21.2%)**
- PEOPLE 358 (13.3%)**
- LAND VEHICLES 277 (10.3%)**
- BUILDING MATERIALS 246 (9.2%)**
- STRUCTURES AND STRUCTURAL ELEMENTS 152 (5.7%)**



OCCUPATION WITH THE HIGHEST NUMBER OF CLAIMS

- SUPPORT OCCUPATIONS IN MOTION PICTURES, BROADCASTING, PHOTOGRAPHY AND THE PERFORMING ARTS 977 (36.4%)**

*All data was collected by WorkSafeBC and is available on worksafebc.com.

Organizing or Conducting Special Events*



ACCIDENT TYPE

- FALL ON SAME LEVEL | 12 (19.4%)**
- STRUCK BY | 12 (19.4%)**
- OVEREXERTION | 9 (14.5%)**
- ACTS OF VIOLENCE, FORCE | 6 (9.7%)**
- FALL FROM ELEVATION | 5 (8.1%)**



NATURE OF INJURY

- OTHER STRAINS | 26 (41.9%)**
- FRACTURES | 11 (17.7%)**
- CONTUSION | 6 (9.7%)**
- BACK STRAIN | 5 (8.1%)**
- LACERATION | 5 (8.1%)**



SOURCE OF INJURY

- FLOORS, WALKWAYS, GROUND SURFACES | 12 (19.4%)**
- PEOPLE | 10 (16.1%)**
- BUILDING MATERIALS | 7 (11.3%)**
- LAND VEHICLES | 7 (11.3%)**
- STRUCTURES AND STRUCTURAL ELEMENTS | 7 (11.3%)**

OCCUPATION WITH THE HIGHEST NUMBER OF CLAIMS



- CONFERENCE AND EVENT PLANNERS | 6 (9.7%)**

*All data was collected by WorkSafeBC and is available on worksafebc.com.

Performing Arts*



ACCIDENT TYPE

- FALL FROM ELEVATION | 10 (17.9%)**
- FALL ON SAME LEVEL | 9 (16.1%)**
- OVEREXERTION | 9 (16.1%)**
- STRUCK BY | 9 (16.1%)**
- OTHER BODILY MOTION | 6 (10.7%)**



NATURE OF INJURY

- OTHER STRAINS | 19 (33.9%)**
- FRACTURES | 12 (21.4%)**
- CONCUSSION | 5 (8.9%)**
- TENDINITIS, TENOSYNOVITIS | 4 (7.1%)**
- BACK STRAIN | 3 (5.4%)**



SOURCE OF INJURY

- PEOPLE | 23 (41.1%)**
- FLOORS, WALKWAYS, GROUND SURFACES | 17 (30.4%)**
- INSTRUMENTS AND EQUIPMENT | 4 (7.4%)**
- MISCELLANEOUS | 2 (3.6%)**
- STRUCTURES AND STRUCTURAL ELEMENTS | 2 (3.6%)**



OCCUPATION WITH THE HIGHEST NUMBER OF CLAIMS

- OTHER PERFORMERS, N.E.C. | 18 (32.1%)**

*All data was collected by WorkSafeBC and is available on worksafebc.com.

Live Performance Venue*



ACCIDENT TYPE

- OVEREXERTION | 33 (27.3%)
- STRUCK BY | 27 (22.3%)
- FALL FROM ELEVATION | 17 (14.0%)
- CAUGHT IN | 14 (11.6%)
- FALL ON SAME LEVEL | 13 (10.7%)



NATURE OF INJURY

- OTHER STRAINS | 42 (34.7%)
- CONTUSION | 22 (18.2%)
- BACK STRAIN | 16 (13.2%)
- FRACTURES | 15 (12.4%)
- LACERATION | 9 (7.4%)



SOURCE OF INJURY

- FLOORS, WALKWAYS, GROUND SURFACES | 30 (24.8%)
- BUILDING MATERIALS | 13 (10.7%)
- STRUCTURES AND STRUCTURAL ELEMENTS | 13 (10.7%)
- CONTAINERS | 11 (9.1%)
- PEOPLE | 9 (7.4%)



OCCUPATION WITH THE HIGHEST NUMBER OF CLAIMS

- SUPPORT OCCUPATIONS IN MOTION PICTURES, BROADCASTING, PHOTOGRAPHY AND THE PERFORMING ARTS | 48 (39.7%)

*All data was collected by WorkSafeBC and is available on worksafebc.com.

SUMMARY OF 2021 ACTIVITIES

TRAINING AND RESOURCES

Our members continued to focus on their health and safety training goals in 2021. We introduced four new courses, which included COVID-specific content so our industry was prepared to work safely during the pandemic.

HERE ARE SOME OF THE COURSE HIGHLIGHTS:

25 The total number of online and instructor-led courses and workshops available in 2021
Up from 21 in 2020

Active STAR Users **23,985**
39% increase from 17,196 in 2020

15,066 Number of Certificates Awarded in 2021
59% increase from 9,467 in 2020

New STAR Users in 2021 Breakdown:

7,012
TOTAL NEW USERS

5,337
MOTION PICTURE,
TELEVISION,
COMMERCIALS

233
LIVE VENUES,
THEATRES,
ROADHOUSES

192
PERFORMING ARTS
(MUSICIANS, DANCERS,
PERFORMERS)

102
SPECIAL EVENTS,
FESTIVALS
(ORGANIZING,
CONDUCTING)

495
OTHER

653
UNSPECIFIED

COURSES



SAFE
YOUR TRUST, OUR PRIORITY™

**BC SAFETY ASSURED
FOR EVERYONE**

With support from the BC Arts Council, Actsafe licensed the BSAFE course from go2HR. go2HR developed this COVID-19 era safety certificate program with input and guidance from industry and subject matter experts, including Actsafe Safety Association.

This course was a great addition to our course list and our COVID-19 resources as it is an ideal tool to introduce COVID safety concepts to the performing arts and live event industry's front-of-house and volunteer workforce.

109

people have taken this course, as of Dec 31, 2021.



COVID-19 SAFETY COORDINATOR WORKSHOP AND PROGRAM

In June, Actsafe created a COVID Safety Coordinator Program to aid the industry in getting back to production and help provide a new role opportunity for those seeking work during the pandemic. To be certified you had to complete six specific courses/workshops and make sure your STAR profile had a record that you have completed them.

One of the workshops that had to be completed was COVID Safety Coordinator: Working to Make Onsite Safer, a workshop Actsafe partnered with Lankey & Limey Ltd. to deliver.

26

**people completed the COVID-19 Safety Coordinator
Workshop and were eligible to receive their
certificate.**

COURSES



IN THE ERA OF COVID – MENTAL HEALTH FOR THE ENTERTAINMENT INDUSTRY

To support the industry's mental health during the COVID-19 pandemic, Actsafe partnered with Lankey & Limey Ltd. to deliver the free workshop In the Era of COVID – Mental Health for the Entertainment Industry.



The workshop put you at the center of developing tools and strategies that can help you and others during the pandemic and learn transferrable skills to apply to other life situations.

35

people completed the workshop in 2021



ANTI-BULLYING AND HARASSMENT

The arts and entertainment industry were looking for resources and training to be created around respectful workplaces, so in 2021 Actsafe developed an Anti-Bullying and Harassment e-learning course. With guidance from our stakeholders, the team worked with Harper Learning & Development Inc. to develop this foundational course that prepares our members to identify what does and does not constitute workplace bullying and harassment in the arts and entertainment production worksites in BC. Although the Anti-Bullying & Harassment course was developed in 2021, Actsafe officially launched it in February of 2022 to align with Pink Shirt Day which aims to prevent bullying & harassment. This is why no people had yet completed the course in 2021.

In a 2021 survey, 53% of Actsafe's customers said that the reason they participated in courses or workshops was to progress their career.*

*Based on 2,208 responses. The survey was sent to the arts and entertainment industries and active STAR users.

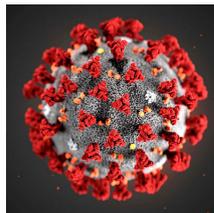
RESOURCES

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 2021:



- COVID-19 RESOURCES FOR THE ARTS AND ENTERTAINMENT INDUSTRIES PAGE
- TRADITIONAL CAMERA CARS MOTION PICTURE SAFETY BULLETIN
- EQUIPMENT SAFETY INSPECTION CHECKLIST LOG
- ACTSAFE'S LIST OF MOTION PICTURE SAFETY BULLETINS
- WORKPLACE INCIDENT REPORTING FLOW CHART



COVID - 19 RESOURCES

Actsafes COVID-19 resources webpage remained our most popular webpage in 2021. We updated the webpage with our resources and industry resources so the industry could download the latest information. As the Mass Gatherings and Events PHO order greatly affected the performing arts and live events industry, the team created a comparison document between the latest and previous PHO orders to help the industry navigate the changes.

7,939

users viewed our COVID-19 webpages

RESOURCES



Actsafesafe launched Safety Sphere in April 2021 to help the industry when performing inspections.

Safety Sphere is a method used during an inspection to help identify the risks that are around you in a 360-degree way. We encouraged the industry to try this innovative method and make the Safety Sphere part of their inspection routine on their production or workplace to identify the risks, and consequently reduce the number of injuries that could occur.

Actsafesafe began a new campaign in Summer 2021 to encourage the industry to Take 5 for Safety before starting work.



These five simple steps could prevent you or a co-worker from hurting yourself.

1 – Stop 

Stop and think about your safety

2 – Identify 

Identify possible risks and hazards

3 – Assess 

Assess and measure the level of the risk

4 – Control 

Control and make changes to reduce the risk

5 – Go! 

Go and do your task safely



To help the industry remember these steps, Actsafesafe created wallet cards that we distributed at events and courses and are available to pick up at the office.

OUTREACH ACTIVITIES



After a successful launch in 2020, Actsafe's Don Parman and Will Heller continued holding weekly interactive meetings with the industry in 2021. The meetings gave the industry an opportunity to ask health and safety questions directly to the performing arts team and provide a platform to

discuss the changing landscape. Don and Will featured special guests on occasion to deepen the conversation on a specific topic.



47

NUMBER OF MEETINGS



30

PARTICIPANTS ON AVERAGE



95%

ATTENDEE SATISFACTION RATE



A new virtual safety engagement chat for the motion picture industry was launched in May.

Ask Anand, hosted by Anand Kanna and co-hosted by Natalli Dias, aimed to discuss health and safety in the industry and how to break through

the challenges the industry members faced during COVID-19.

Across its six-session run, topics covered included:

- Introduction to Actsafe
- Ergonomics? What's That?
- What is an OHS Program and do I need one?
- ActONE & ActTWO Program Overview
- COVID-19 Safety Plans - One Year Later
- Letting the Air Out: Ventilation of Soundstages in COVID-19



6

NUMBER OF SESSIONS



12

PARTICIPANTS ON AVERAGE



89%

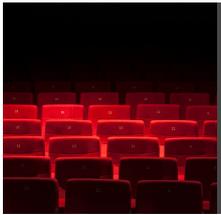
ATTENDEE SATISFACTION RATE

OUTREACH ACTIVITIES



PROVINCIAL HEALTH OFFICE

Since April 2021, Don and Will have been successful in having ongoing consultation meetings with a senior liaison officer at the Provincial Health Office and virtual meetings with Dr. Henry and Dr. Emmerson. The information they learn in these meetings provides further support to the performing arts and live events industries, which were badly affected by the pandemic.



VENUE VISITS AND ON-SITE CLASS DELIVERY

Starting in September, the performing arts team visited various venues across British Columbia, including:

**NEW WESTMINSTER
SECONDARY SCHOOL**

**EVERGREEN
CULTURAL CENTRE**

**SHADBOLT ARTS
CENTRE**

**CAPILANO
UNIVERSITY**

**LANGARA
UNIVERSITY**

**DOUGLAS
COLLEGE**

**VANCOUVER ISLAND
UNIVERSITY**

Outreach was possible in October to Kelowna, hosted by IATSE 250 and Prospera Place. Along with delivering Performing Arts Safety Awareness for over 20 local crews, the performing arts team was able to tour the Rotary Centre and Kelowna Community Theatre.

PROGRAMS AND SERVICES



PRODUCTION PACKAGES

Since the beginning of the pandemic, Actsafe has continued to distribute our production packages digitally. As a result, we can target more productions in British Columbia and not be limited to those we were able to visit in person all while helping the environment by reducing our carbon footprint. Each production package contains a curated selection of important literature and resources to provide an understanding of the requirements for any new productions to create a safe and healthy workplace for all.

133

production packages were distributed in 2021, an 8% increase from 2020.



AUTOMATED EXTERNAL DEFIBRILLATOR (AED) RENTAL PROGRAM

Having an on-site AED can make the difference between saving someone's life and losing them. Actsafe's AED Rental Program provides workplaces with this potentially life-saving device at a minimal cost. The motion picture team lead the sale and distribution of the units to the industry.

78

AED units were rented out to 34 productions, which is a 15% increase from 2020 (68 AED units to 29 productions).

PROGRAMS AND SERVICES



COVID-19 SAFETY PLANS AND COMMUNICABLE DISEASE PLANS

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. In July, COVID-19 Safety Plans changed to Communicable Disease Plans, which were no longer a mandatory requirement.

We invited productions to submit their safety plans for review to Actsafe's safety advisors. Detailed feedback was given so they could create the best possible plan for their production/worksite.

TOTAL NUMBER OF COVID-19 SAFETY PLANS AND COMMUNICABLE DISEASE PLANS REVIEWED IN 2021:

268

Motion Picture COVID-19 Safety and Communicable Disease Plans

38

Performing Arts COVID-19 Safety and Communicable Disease Plans

EVENTS



ACTSAFE ENTERTAINMENT SAFETY CONFERENCE

In its fifth year in 2021, the Actsafe Entertainment Safety Conference (AESC) was held virtually for the first time on February 26-27.

It was important for Actsafe to continue to hold the conference during the pandemic to create an opportunity for our industries to further their professional growth, so a virtual platform with extensive networking components was selected. Knowing the financial implications of the pandemic, we also opted to remove the registration fee and instead present the conference on a Pay What You Can basis, including \$0. Attendees selected the amount that reflected what they could comfortably afford at the time.

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

- Lessons Learned - How COVID-19 Safety Policies impacted production in B.C. – a roundtable discussion
- Calltime: Mental Health – a caring approach to substance abuse and addiction in the motion picture industry
- Not Being Racist Is No Longer Enough
- Intimacy Coordination for the Screen: How Choreographing Scenes of Intimacy Leads to Better Safety and Storytelling
- Is it a brain injury? Responding to a concussion when it happens
- A Systems Approach for Managing the Risk of Fatigue

2021's conference was our most attended one yet and we were joined by industry members who would not have been able to join us in person due to budget constraints or distance. The audience reach and results from our survey point towards the conference being a hybrid format in the future so more of our members can join us and share knowledge.



506

ATTENDEES



86%

ATTENDEE
SATISFACTION
RATE

11

SPONSORS



98%

RECOMMEND
TO A FRIEND/
COLLEAGUE

16

SESSIONS

EVENTS



ACTSAFE SAFETY IN ENTERTAINMENT AWARDS

During the social event at the Actsafe Entertainment Safety Conference, we held our second annual Actsafe Safety in Entertainment Awards.

Launched in 2020, the Actsafe Safety in Entertainment (ASE) Awards recognize individuals and organizations who were ambassadors and pioneers for safety over the course of the year in the arts and entertainment industries. Nominations are submitted by the industry and winners are selected based on required criteria.

There were three awards presented in 2021:



PERFORMING ARTS AND LIVE EVENTS SAFETY BOARD OF THE YEAR, PRESENTED TO

THE PORT THEATRE

PERFORMING ARTS AND LIVE EVENTS SAFETY AMBASSADOR OF THE YEAR, PRESENTED TO

MATT LEES



MOTION PICTURE AND TELEVISION SAFETY AMBASSADOR OF THE YEAR, PRESENTED TO CO-RECIPIENTS

PAUL KLASSEN AND JASON LEE



ACTSAFE INJURY PREVENTION WEEK

Actsafes Injury Prevention Week ran from September 20–24 and focused on Respectful Workplaces.

The aim of the initiative was to bring awareness to the challenges that workplaces have in creating a respectful workplace and to work together to ensure diversity, inclusion, and respect are achieved in the arts and entertainment industries.

Actsafes Safety Café travelled to five Vancouver locations to meet with the industry and over **205** people came for coffee, cookies, and conversation around respectful workplaces.

BRIDGE STUDIOS

GRANVILLE ISLAND

VANCOUVER FILM STUDIOS

NORTH SHORE STUDIOS

MARTINI FILM STUDIOS

For the online component, we had over **280** people visit our webpage to learn about the initiative and download our resources. We also had free courses and webinars available for our members to avail themselves of, including:

What Would Don Do?

Don Parman, Will Heller, and Grégoire Gagnon, Cultural Human Resources Council

What is the Connection Between Inclusive and Psychologically Safe Workplaces and Respectful Workplaces?

Alden E. Habacon

Respectful Workplaces in the Arts

Grégoire Gagnon, Cultural Human Resources Council



DIGITAL MEDIA AND COMMUNICATIONS

By the numbers



9,125

MONTHLY WEBSITE VISITORS

down 6% from 2020



3,979

SOCIAL NETWORK FOLLOWERS

up 24% from 2020



1,683

LIVECHAT CONVERSATIONS*



2,454

PHONE CALLS*

TOP 5 MOST VIEWED PAGES ON THE ACTSAFE WEBSITE IN 2021:

Actsafe's Motion Picture Safety 101 – General Safety Awareness

Actsafe's COVID-19 Safety Procedures Course

Motion Picture Industry Orientation Course

Courses Page

COVID-19 Resources for the Arts and Entertainment Industries Page

*Actsafe began tracking LiveChat conversations and phone calls in 2021 so no comparison data is available.

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 COVID-19 updates.

Number of subscribers on December 31:

2,887

SUBSCRIBERS

up 83% from 2020

Safety Scene is a quarterly newsletter filled with articles to increase our audience's knowledge of certain health and safety topics. 2021's newsletter themes were:



BIOHAZARDS

34% OPEN RATE



INSPECTIONS

45% OPEN RATE



**RESPECTFUL
WORKPLACES**

46% OPEN RATE



**WORKING
ALONE**

53% OPEN RATE

At the end of 2021, we distributed a survey to our subscribers to gauge our newsletter satisfaction rate. We were pleased to receive a rating of **9.6 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.

LESSONS LEARNED

To not take on too much

In 2021, Actsafe committed to too much. Our business plan was so robust with projects that it didn't allow much capacity for any unplanned projects. We had aimed to launch several courses and update information sheets, but with our focus moving towards the constantly shifting COVID-19 protocols, some of these projects were not fulfilled.

Instead, we were able to support our industries by holding weekly COVID-19 virtual meetings, reviewing COVID-19 safety plans, and launching COVID-19 courses with our partners. The development of our courses and information sheets still occurred, with many ready for launch in 2022.

To be ready for anything

One thing the Actsafe team, and the world, has learned, is to expect the unexpected. The COVID-19 pandemic took us by surprise and steered many of our goals off track. By learning to be flexible, the team was able to adapt and support the industry through these unpredictable times.

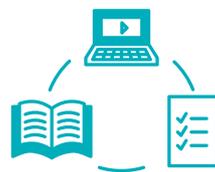
The Actsafe team also faced some changes that we were not prepared for. Operations Manager, Maureen Kaake, who had worked with Actsafe for over 15 years, sadly passed away in June. Some staff turnover and health issues taught the team the importance of being prepared for unplanned change. We will be reviewing our current practices to ensure that in future years we know how to adapt to change quickly.

Outstanding projects being brought forward to complete in 2022:



OHS ADVISORY SERVICES

Provide ActONE services to 30 companies*



COURSES AND WORKSHOPS

- Motion Picture Workplace Inspections
- Performing Arts Incident Investigations
- Motion Picture Incident Investigations



INFORMATION SHEETS

15 information sheets to be updated

*The target of 30 has been reduced to 10 in 2022, after tracking the actual services completed in previous years, and realizing 30 was unrealistic based on access challenges during COVID-19.

TEAMS AND COMMITTEES

Board of Directors

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

TEAMS AND COMMITTEES

ACTSAFE TEAM

Trina Pollard
CEO

Anand Kanna
Manager, Motion Picture Services

Natalli Dias
Safety Advisor, Motion Picture

Don Parman
Manager, Performing Arts and Live Events

Will Heller
Safety Advisor, Performing Arts and Live Events

Lisa Wild
Operations and Administration Supervisor

Melissa Lamb
Administrative Assistant

Anna Balliet
Training and Development Coordinator

Harnak Lalli
Senior Accountant

Jennifer Lane
Marketing and Communications Supervisor

Gaurav Gupta
Membership Engagement and Marketing Coordinator

Eunice Chung
Digital Media and Graphic Design Coordinator

TEAMS AND COMMITTEES

MOTION PICTURE STANDING COMMITTEE

Alameda Entertainment B.C. (Disney)
Sion Dettra

Alliance of Motion Picture and Television Producers
Tracey Wood

Association of Canadian Film Craftspeople
Jeff Holloway

British Columbia Council of Film Unions
Paul Klassen

Canadian Media Producers Association – BC Producers Branch
Jason Lee

Commercial Producers Association of Western Canada (CPAWC)
Alice Ride

Contract Services Administration Trust Fund
Matthew Antonucci

Creative BC
Katherine Pavoni

Directors Guild of Canada – British Columbia
Robert Larson

Front Street Pictures
Allen Lewis

IATSE International
Julia Neville

International Alliance of Theatrical Stage Employees – Local 891
Mitch Davies

International Cinematographers Guild – Local 669
Keith Woods

NBC/Universal
Jeff Egan

Netflix
Warren Ross

Paramount Pictures Corporation
Jena Lenzi

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.
John Clements

TEAMS AND COMMITTEES

PERFORMING ARTS STANDING COMMITTEE

Arts Club Theatre Company

Ace Martens

BC Alliance for Arts + Culture

Beverly Edgecombe

Brandlive

Paul Runnals

British Columbia Touring Council

Miriam Manley

BC Music Festival Collective

Deb Beaton-Smith

Canadian Actors Equity Association

Jennifer Riedle

Canadian Alliance of Dance Artists

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

International Alliance of Theatrical Stage Employees – Local 118

Dave Wilson

International Alliance of Theatrical Stage Employees – Local 168

George Scott

Opera Mariposa

Stephanie Ko

Professional Association of Canadian Theatres

Carey Dodge

Riggit Services Inc.

Matt Lees

The Dance Centre

Chengyan Boon

Peter Boulanger

Vancouver Civic Theatres

Miles Muir

Vancouver Convention Center

Joe Richards

Vancouver Musicians Association – Local 145

Dusty Kelly

Vancouver Symphony Orchestra

Christopher Sprague

FINANCIAL REPORTS



Actsafesafety Association
Financial Statements
December 31, 2021



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, 2021, 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, 2021, 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 20, 2022

Chartered Professional Accountants

Actsafes Safety Association

Statement of Financial Position

December 31, 2021

	2021	2020
	\$	\$
Assets		
Current assets		
Cash and cash equivalents	749,495	564,983
Term deposit (Note 3)	230,000	230,000
Accounts receivable	27,286	87,794
GST/HST receivable	13,429	2,990
Interest receivable	6,405	8,098
Prepaid expenses and deposits	<u>132,011</u>	<u>52,213</u>
	1,158,626	946,078
Property and equipment (Note 4)	111,224	118,629
Rental equipment (Note 5)	<u>24,787</u>	<u>24,951</u>
	1,294,637	1,089,658
<hr/>		
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	98,818	63,306
Deferred revenue (Note 6)	120,822	15,100
Current portion of deferred lease inducements (Note 7)	9,523	17,641
Current portion of obligations under capital leases (Note 8)	<u>9,208</u>	<u>10,197</u>
	238,371	106,244
Obligations under capital leases (Note 8)	6,125	10,068
Deferred lease inducements (Note 7)	<u>13,490</u>	<u>23,013</u>
	<u>257,986</u>	<u>139,325</u>
Commitments under operating leases (Note 9)		
Net assets		
Internally restricted (Note 10)	750,000	750,000
Unrestricted	<u>286,651</u>	<u>200,333</u>
	<u>1,036,651</u>	<u>950,333</u>
	1,294,637	1,089,658
<hr/>		

Approved by the Board

_____, Director

_____, Director

Actsafes Safety Association

Statement of Operations

Year ended December 31, 2021

	2021	2020
	\$	\$
Revenue		
WorkSafeBC funding	1,600,000	1,600,000
Course fees	379,968	278,286
Interest income	10,061	12,266
Other income (Note 14)	<u>124,457</u>	<u>188,755</u>
	<u>2,114,486</u>	<u>2,079,307</u>
Expenses		
Advertising and sponsorships	17,425	13,590
Board and committee (Note 13)	19,050	20,700
Conference and meetings	33,240	105,834
Consultants and contractors	418,192	275,009
Furniture and equipment (Note 11)	54,871	82,475
Interest on capital leases	2,144	2,635
Miscellaneous	25,335	21,501
Office supplies	22,790	14,008
Professional fees	26,694	17,500
Property taxes and general insurance	9,538	7,581
Publication and materials	11,072	6,310
Rent	155,003	124,688
Repairs and maintenance	2,375	1,075
Salaries and benefits (Note 12)	1,025,029	966,767
Technology	181,002	88,895
Telecommunications and freight	14,254	13,044
Training - staff	2,363	8,195
Travel	<u>7,791</u>	<u>7,238</u>
	<u>2,028,168</u>	<u>1,777,045</u>
Excess revenue over expenses for the year	<u>86,318</u>	<u>302,262</u>

Actsafes Safety Association

Statement of Changes in Net Assets

Year ended December 31, 2021

2021

	Total \$	Internally restricted \$	Unrestricted \$
Balance, beginning of year	950,333	750,000	200,333
Excess revenue over expenses for the year	<u>86,318</u>	<u>-</u>	<u>86,318</u>
Balance, end of year	<u>1,036,651</u>	<u>750,000</u>	<u>286,651</u>

2020

	Total \$	Internally restricted \$	Unrestricted \$
Balance, beginning of year	648,071	230,000	418,071
Excess 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>

Actsafes Safety Association

Statement of Cash Flows

Year ended December 31, 2021

	2021	2020
	\$	\$
Cash flows from operating activities		
Excess revenue over expenses for the year	86,318	302,262
Items not affecting cash		
Amortization of deferred lease inducement	(17,641)	(439)
Amortization of rental equipment	12,697	13,728
Amortization of property and equipment	24,689	45,817
Amortization of equipment under capital leases	6,683	6,918
Changes in non-cash working capital		
Accounts receivable	60,508	(52,450)
GST/HST receivable	(10,439)	6,868
Interest receivable	1,693	3,140
Prepaid expenses and deposits	(79,798)	(3,770)
Accounts payable and accrued liabilities	35,509	24,170
Deferred revenue	105,722	(21,600)
	<u>225,941</u>	<u>324,644</u>
Cash flows from (used in) investing activities		
Acquisition of property and equipment	(23,965)	(40,473)
Acquisition of rental equipment	(12,532)	(6,232)
	<u>(36,497)</u>	<u>(46,705)</u>
Cash flows from (used in) financing activity		
Repayments of capital lease obligations	(4,932)	(13,439)
Increase in cash and cash equivalents during the year	184,512	264,500
Cash and cash equivalents, beginning of year	<u>564,983</u>	<u>300,483</u>
Cash and cash equivalents, end of year	749,495	564,983
Cash and cash equivalents consists of:		
Cash	109,495	44,983
Guaranteed investment certificates	<u>640,000</u>	<u>520,000</u>
	749,495	564,983

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2021

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 BC's motion picture and performing arts industries through a levy on their WorkSafeBC 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. Federal, regional, and local authorities in Canada, the United States, and other nations continue to restrict the ability of people to leave their homes and carry out normal day-to-day activities. These measures have had, and may continue to have, a negative effect on the economy. The effect on the Association's future operations and financial position remains 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 WorkSafeBC is recognized when invoiced by the Association in accordance with the funding agreement with WorkSafeBC. Payments from WorkSafeBC 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, 2021

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 (2020 - \$ 230,000) maturing January 27, 2023, earning interest at annual rates of 1.5%, 2.0% and 2.5% respectively for the three-year term.

4. Property and equipment

2021
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	258,183	227,027	31,156
Office equipment	140,844	90,300	50,544
Furniture and fixtures	<u>99,463</u>	<u>69,939</u>	<u>29,524</u>
	498,490	387,266	111,224

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2021

4. Property and equipment - continued 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

Included in property and equipment are assets under a capital lease with a cost of \$ 70,580 (2020 - \$ 59,096) and accumulated amortization of \$ 38,107 (2020 - \$ 31,424).

5. Rental equipment 2021
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	111,792	87,005	24,787

2020
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	99,260	74,309	24,951

6. Deferred revenue

Deferred revenue consists of prepaid course fees of \$ 3,425 (2020 - \$ 11,600), deferred revenue for the 2022 Actsafes Entertainment Safety Conference of \$ 5,522 (2020 - \$ 3,500), and deferred BC Arts Council revenue of \$ 111,875 (2020 - \$ Nil).

7. Deferred lease inducements 2021
\$ 2020
\$

Lease inducements received	173,603	173,603
Accumulated amortization	<u>150,590</u>	<u>132,949</u>
Balance of deferred lease inducements	23,013	40,654
Less: Current portion	<u>9,523</u>	<u>17,641</u>
	13,490	23,013

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2021

8. Obligations under capital leases

The Association leases office and computer equipment under capital leases that expire during the fiscal years ending December 31, 2022 to 2024. The following is a schedule of the future minimum lease payments required under the capital leases:

	\$
2022	10,955
2023	4,687
2024	<u>2,226</u>
Total minimum lease payments	17,868
Less: GST input tax credits	798
Less: Imputed interest at 9.72%	<u>1,737</u>
	15,333
Less: Current portion	<u>9,208</u>
	6,125

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:

	\$
2022	94,721
2023	96,551
2024	42,714
2025	<u>4,259</u>
	238,245

The Association is also obligated to pay its share of property taxes and operating expenses, which was \$ 73,299 in the current year (2020 - \$ 68,413).

10. Internally restricted net assets

The Association has reserved \$ 400,000 (2020 - \$400,000) as permitted under the WorkSafeBC funding agreement, as a reserve fund. The Association has also reserved \$ 350,000 (2020 - \$ 350,000) for unplanned project and operational expenses in the Special Purpose Fluctuation reserve fund.

Actsafes Safety Association

Notes to the Financial Statements

December 31, 2021

10. Internally restricted net assets - continued

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

	2021	2020
	\$	\$
WorkSafeBC reserve fund	400,000	400,000
Special Purpose Fluctuation reserve fund	<u>350,000</u>	<u>350,000</u>
	750,000	750,000

11. Furniture and equipment

	2021	2020
	\$	\$
Amortization of equipment under capital lease	6,683	6,918
Amortization of property and equipment	24,689	45,817
Amortization of rental equipment	12,696	13,728
Furniture and equipment purchases	5,164	6,704
Furniture and equipment rental	4,272	4,943
Product sales purchases	<u>1,367</u>	<u>4,365</u>
	54,871	82,475

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 2021 fiscal year, 5 employees (2020 - 5 employees) earned over \$ 75,000 and were paid a total of \$ 507,647 (2020 - \$ 520,027).

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:

	2021	2020
	\$	\$
Chair	5,500	5,850
Vice Chair	2,200	2,550
Treasurer	2,750	3,000
Former Director, Worker Representative - Motion Picture	-	1,450
Director, Employer Representative - Performing Arts	1,850	2,100
Director, Worker Representative - Performing Arts	2,500	3,000
Director, Worker Representative - Motion Picture	<u>2,300</u>	<u>950</u>
	17,100	18,900

Acts safe Safety Association

Notes to the Financial Statements

December 31, 2021

14. Other income

Other income includes the following:

	2021	2020
	\$	\$
MPIO Certificates	-	8,550
First aid kit sales	343	883
AED rentals	63,865	56,315
Service sales	7,766	12,832
Acts safe Entertainment Safety Conference	39,358	94,870
BC Arts Council Grant	13,125	-
Wage subsidy	<u>-</u>	<u>15,305</u>
	<u>124,457</u>	<u>188,755</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.



actsafe★

Safety Association



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