

# 2004 Annual Report



Saskatchewan Safety Council  
445 Hoffer Drive  
Regina, SK S4N 6E2  
Tel: (306) 7570-3197 Fax: (306) 569-1907  
Email: [info@sasksafety.org](mailto:info@sasksafety.org)  
Web: [www.sasksafety.org](http://www.sasksafety.org)



## **Injury Prevention Overview**

The Saskatchewan Safety Council is a non-government, non-profit charitable organization dedicated to the prevention of injuries and fatalities in this province. Injury prevention has been our focus since our formation in 1955.

Unintentional injuries are a major financial, personal and medical burden in Canada. Saskatchewan is among the worst in Canada:

- Injuries occur at the rate of 158,000 per year – an injury every 3.5 minutes. Deaths from injury total 329 a year.
- Hospitalizations from injuries are 9,800 a year – more than 800 a month or 26 every day, or twice the national average.
- The number of permanently disabled each year is 3,500 – one every 2.5 hours.
- Preventable injuries create a drain of more than \$1 billion on the Saskatchewan economy.
- The provincial death rate from unintentional injuries is 1.4 times the national average – 40% higher than the rest of Canada.

## **The Saskatchewan Safety Council: Sharing Knowledge And Expertise**

Since its formation in 1955, the Saskatchewan Safety Council is dedicated to providing quality safety education and services for the people of Saskatchewan. The Council fosters the belief that an informed person is a safer person – at work, at home, on the road, in every facet of living.

Our scope has grown over the years to include four divisions: Traffic, Occupation, Farm, and Home & Community. We gather information and statistics on preventable deaths, injuries and illnesses, placing special emphasis on why they happen and how to prevent them. Most important, we convert information into action through training, educational programs and materials, consulting and leadership.

For further information about the Council and its programs, please call (306) 757-3197 or visit our web site [www.sasksafety.org](http://www.sasksafety.org).

## **History of the Saskatchewan Safety Council**

The evolution of the Saskatchewan Safety Council began on November 15, 1955 in Regina. Beginning as the Saskatchewan Highway Safety Council, the agency was developed primarily to help reduce the growing number of deaths and injuries on Saskatchewan streets and highways.

The Honourable C.M. Fines was the Minister in Charge of the Highway Traffic Board and S.G.I.O., two government agencies that had a direct interest in reducing the fatalities and economic cost of traffic collisions. Mr. Fines recognized the need for a safety agency that was independent from government and able to tap into a broader range of expertise. This became the basis for the Saskatchewan Safety Council vision.

Mr. Fines initiated the process by calling a meeting of select individuals who, besides being directly involved in safety, were active in the enforcement, education and engineering fields. This meeting, in Room 218 of the Saskatchewan Legislative Building, marked the birth of the Saskatchewan Safety Council. Mr. Fines served as interim chairman and Leonard Bowman, safety director for the Saskatchewan Motor Club and a 25-year veteran of the RCMP, was elected the first president and general manager.

By 1962 it became clear that other safety areas needed to be addressed. An all-inclusive Council was officially launched on June 1, 1963. The Council added two new divisions, Farm and Public. A fourth division, Occupation, was added in 1970. Each division actively adapted and developed programs to meet Saskatchewan needs and increase public awareness. Over the years the Council has undertaken a great many initiatives to uphold its commitment to safety and injury prevention.

Today the Council is a central voice wherever safety education and promotion is concerned. As a public service organization, the Council draws its strength from the participation and support of business, industry, government, organizations, safety professionals, educators and other concerned groups and individuals. The Council fulfils its pledge to injury prevention through education and technical programs and services as well as public safety awareness activities. Many Council programs and activities are assisted through the expertise of volunteer advisory committees, technical consultants from various backgrounds and Council staff.

The Council is supported financially by annual membership contributions, corporate and government sponsorship, grants, contributions and the distribution of safety programs and materials. Funds are used to research, promote and sponsor safety programs to educate the public and other sectors on safety. Council policies are set by the Board of Directors. Council programs are administered by a permanent staff located in Regina.

# 2004 – 2005 Executive & Board Of Directors

## **President:**

Wayne Summach, Cameco, Regina, SK

## **Past President:**

Dennis Harrison, SaskTel, Regina, SK

## **1st Vice President:**

Steve Wallace, Heavy Construction Safety Association of Saskatchewan, Regina, SK

## **2nd Vice President:**

Shannon Ell, SGI, Regina, SK

## **Treasurer:**

Warren Bobbee, City of Regina, Regina, SK

## **Secretary:**

Harley Toupin, Saskatchewan Safety Council, Regina, SK

## **Executive Members:**

Jon Wyatt

Saskatchewan Highways & Transportation, Regina, SK

Donna Brewer

Saskatchewan Labour, Regina, SK

Dr. Ronald Ailsby  
Sask. Medical Association, Regina, SK

Charlie Cairns  
City of Saskatoon, Saskatoon, SK

Ray Desjarlais  
SaskPower, Regina, SK

Joanne Hader  
Saskatchewan Health, Regina, SK

Gord Moker  
Workers' Compensation Board, Regina, SK

Terry Renwick  
St. John Ambulance, Regina, SK

Cleveland Vann  
SaskEnergy, Regina, SK

Lorraine Bucsis  
North Valley Safety Council, Yorkton, SK

Joseph Chan  
Transportation Centre, Saskatoon, SK

Sonja Dirnberger  
IPSCO Inc., Regina, SK

Gaye Holliday  
SAHO, Regina, SK

Fred Popoff  
RCMP, Saskatoon, SK

Craig Sluser  
Enbridge Pipelines, Edmonton, AB

Phil Wall  
RCMP, Regina, SK

# **Saskatchewan Safety Council Staff**

**Executive Director:**

Harley Toupin

**Director of Operations:**

Dianne Wolbaum

**Accounts Manager:**

Dianne Molnar

**Communications Co-ordinator:**

Linda Saliken

**Program Safety Co-ordinator:**

Will Putz

**Program Safety Co-ordinator:**

Patrick Kurtz

**Community Traffic Safety Administrator:**

Shauntel McCall

**Power Pac Program Administrator:**

Judy George

**Snowmobile Safety Program:**

Peter Huebner

**Instructor/Program Assistant:**

Grant Chzyk

**Administrative Assistant:**

Lynn Evans

**Administrative Assistant:**

Lynda Carlson

**Part-time Secretary:**

Raylene Reid



## President's Message

2004 was a banner year for building partnerships at the Saskatchewan Safety Council. Our mission, working together to achieve a safe Saskatchewan, took on a whole new meaning as the Council forged unique partnerships to carry out this mission and to build the right framework for 2004 and beyond.

We are proud and honoured to have been presented with these opportunities which allowed us to become prominent in the field of injury prevention in Saskatchewan. The Council has never before enjoyed a stronger presence in the province as we do today, and the timing is right to make society join us in the battle against unintentional injury.

Over the past year, the Council embarked upon an ambitious project to reduce the atrocious rate of unintentional injury in our province. It was groundbreaking work and I am proud to say that we are the first province in Canada to take action in this manner. The project is called "Safe Saskatchewan".

"Safe Saskatchewan" is a grand effort that required people with vision and leadership, plus old-fashioned grit and determination, to make a reality. The motto of "Safe Saskatchewan" is "Safety – Life Is Better This Way", which effectively captures our desire to create awareness of the magnitude of injuries in this province and to make Saskatchewan people see and manage risk in their everyday lives. The public is largely unaware that injuries CAN be reduced or eliminated altogether. "Safe Saskatchewan" will work to change attitudes by using the right combination of messages, education, programs, services and injury prevention partners. We desperately need a unified voice to call for immediate action on injuries. "Safe Saskatchewan" will be that voice.

At this time I would like to acknowledge the founding partners of this groundbreaking initiative. They are: Saskatchewan Workers' Compensation Board, Ipsco Inc., Saskatchewan Government Insurance, Mosaic Potash, Saskatchewan Health, Saskferco and Luscar. You should all be proud of this extraordinary accomplishment and for committing the resources required to make a difference. It is this common vision and work ethic that will propel "Safe Saskatchewan" forward.

Building on and increasing awareness about the injury issue is an enduring objective for the Council as a whole. In 2004 we continued to share our considerable expertise and resources locally and provincially. Each of the Council's four divisions – Traffic, Occupation, Farm, and Home & Community – rose to the challenge, as you will see in this report. These are just a few highlights:

- 2004 marked another record attendance for the 31st Annual Industrial Seminar. This makes our seminar one of the largest safety events in western Canada. The Council's occupational safety programs were also in high demand.

- The Council's Home & Community Division experienced new energy as it worked to raise the general level of safety awareness in and around the home and community.
- Traffic safety programming experienced tremendous growth, as increased participation in defensive driving, motorcycle, snowmobile, skid control courses and car seat inspection clinics proved the need for such programs both on and off the job.
- The Power Pac farm safety program continued to experience tremendous growth as it teaches children how to be safe in their everyday lives. A record number of school presentations were given throughout the province.

Of course, little of this work would be possible without the strong support of the Council's Board of Directors, staff and volunteers. I sincerely thank each Board member for your hard work and achievements, and for sharing our vision for a safe Saskatchewan. Our work with and for the people we serve could also not take place without the dedication of staff and volunteers. We have a long history of proud and committed volunteers working with staff in an atmosphere of partnership, trust and mutual respect. It is clear that staff and volunteers are central to the Council's strength and success.

Finally, as I step down from my role as President, I would like to say a most sincere thank you for making my two years as President most enjoyable. The Council's greatest asset is its people and I feel privileged to have worked with all of you. Your talents, energy and continuing dedication have been truly inspiring.



Wayne Summach  
President

## **Executive Director's Message**

The forging of partnerships: those four words reflected the Saskatchewan Safety Council's overall direction and achievements in 2004. Without these strong partnerships, we could not have accomplished the tasks we set for ourselves this past year.

2004 saw the Saskatchewan Safety Council accomplish more than it has at any other time. All of our activities were designed to improve public understanding of the magnitude of injuries in our province. One of the most comprehensive is "Safe Saskatchewan".

The goal of "Safe Saskatchewan" is to make this province the safest place in all of Canada to live, work and play. "Safe Saskatchewan" is in its infancy, but it will gradually raise awareness, change attitudes and change risky behaviours. We are proud to be a part of this groundbreaking work and thank each of our founding partners and endorsers for their support.

Collaboration is more than an ideal for the Council – it is the way we do business. As we enter our 50<sup>th</sup> year in serving the people of Saskatchewan, the Council has had many other proud achievements to reflect on and celebrate:

- In 1958, we developed Canada's first-ever universal high school driver education program
- In 1966, we began offering defensive driving courses to Saskatchewan citizens, and continue to do so 39 years later
- In 1971, we developed a made-in-Saskatchewan babysitting course which today is offered in Saskatchewan, Manitoba and Ontario
- In 1974, we started offering motorcycle training courses, which are as popular today as they were 31 years ago.
- In 1979, we developed a school bus driver improvement program
- In 1985, we developed the Students Against Drinking and Driving program
- And for 32 consecutive years, we have also organized western Canada's largest occupational safety seminar.



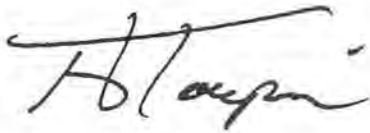
These notable achievements, and many others, are due to the dedication of our many partners who have worked with us over the years to establish the Council as a prominent player in the field of safety.

We thank those individuals and groups who mean so much to us. Little of our work would be possible without the continued commitment of our Board of Directors. Your guidance and contributions to our goals are immeasurable.

Our volunteers must also be recognized. Our volunteers work tirelessly on many projects and deserve special thanks for their contributions of time, energy and expertise.

And last, but certainly not least, I want to acknowledge the Council staff for their unflagging enthusiasm, patience, and dedication to all that they do. Thank you for helping keep the Council as strong, vibrant and esteemed as ever.

As we look forward to 2005, I end this year's message by saying that we are ready for the new challenges ahead and will work toward building even more partnerships. I hope that you feel the same sense of pride that I do in the realization that our efforts are indeed worthwhile, and that by working together, we CAN achieve a safe Saskatchewan.

A handwritten signature in black ink, appearing to read 'H. Toupin'.

Harley Toupin  
Executive Director

## **Traffic Division Report**

### **Motorcycle Training Program**

Beginning in 2004, the Saskatchewan Safety Council began a major re-organization of the Motorcycle Training Program, taking over as the Program Sponsor for the Saskatoon Motorcycle Training Program, and in Regina, moving from a primarily weekday course to a weekend course at a new location. Additionally, we began an instructor recruitment drive to build our base of instructors in both Saskatoon and Regina and a formal instructor evaluation process through which we hope to upgrade all of our instructor's skills.

We have also completed an agreement with SGI to offer the Motorcycle Training Program in communities outside of Saskatoon and Regina. This is a three-year project with the support of SGI. Our goal is to be able to offer the Motorcycle Training Program in major communities outside of Saskatoon and Regina.

### **Defensive Driving Course**

Once again our DDC program proved to be extremely popular. We held 128 courses and trained over 1,700 people.

The importance of traffic safety in the occupational setting is rapidly becoming clear to employers and this has resulted in a call for more driving and traffic safety courses.

In 2004, we entered into an agreement with SGI to deliver Defensive Driving classes to people under the Probationary Drivers program. These clients are referred to us after being involved in an at-fault collision or reaching a certain point threshold.

### **Skid Smart Collision Avoidance Training**

The winter of 2004/2005 was a banner year for the Skid Smart course. We held nine courses in Regina and three in Prince Albert, training approximately 168 people. We feel that the popularity of this course is going to increase as people begin to hear about the program.



### **Snowmobile Safety Training Program**

The demand for the snowmobile course continues to remain strong. In 2004, we held 48 courses and trained 670 students in the course.

January 1, 2005 saw changes to the regulations regarding the age needed for the training. All people born after January 1, 1989 are required to take the training prior to operating a snowmobile. The change to the regulations effectively closes the loop-hole



regarding age of riders and training and will mean that the course will be necessary for all new riders. We expect that this will mean an increase in the number of courses and students, which hopefully will result in better-trained riders and fewer injuries and fatalities among snowmobilers.

### **55 Alive Driver Refresher Course**

The 55 Alive program continues to be popular with mature drivers. Our sponsorship from CAA and the Royal Bank allows us to offer the program at a significant discount from the regular price for the course. We held classes in communities across Saskatchewan, including Regina, Saskatoon, Foam Lake, Borden, Wawota, Maple Creek, Balgonie, Leader, Nipawin, and Kelliher.



### **Promotion of Traffic Safety**

The Traffic Division was also involved with the promotion of traffic safety ranging from organizing Operation Lifesaver activities to issuing media releases on traffic safety issues from impaired driving to winter driving safety.

We also provided safety talks at OHS meetings for a variety of companies and on a variety of subjects ranging from Winter Survival to Defensive Driving to Proper Trailing.

### **2004 Training Summary:**

<b>Type of Course</b>	<b>Courses</b>	<b>Participants</b>
Motorcycle Training	16	280
Defensive Driving	126	1728
Skid Smart	12	168
Driver Audits	---	91
School Bus Training	3	62
Winter Survival	2	33
DDC/PDIC Instructor	2	10
Snowmobile Training	48	670
55 Alive	26	430
<b>Total</b>	<b>235</b>	<b>3472</b>

### **Community Traffic Safety Program**

The Community Traffic Safety Program had a busy year providing education to kids and adults on a variety of traffic safety topics. Close to 3,000 students in 48 schools in all

corners of the province received free traffic safety presentations. Students learned about pedestrian, bicycle, bus, inline skating, skateboarding, seatbelt and airbag safety as well as general injury prevention information.

The Child Restraint Program had a fantastic year, with close to 2,600 seats being inspected in more than 60 communities. 103 clinics were held throughout the province, which was an increase from 2003. Regina, Prince Albert and Saskatoon continued to hold monthly clinics in their respective cities. Many communities now have certified technicians who are able to inspect child restraints on a regular basis at clinics or by appointment at their workplace. In addition, the Community Traffic Safety Program continued to participate in many community events in Saskatchewan.

The Saskatchewan Interagency Committee on Child Passenger Safety continued to meet to discuss child passenger safety issues. This committee includes a variety of Saskatchewan agencies planning and implementing new ideas in the promotion of child restraints across the province. The committee addresses the issues of child restraint legislation and education, provides a listing of child restraint resources, provides information and support on child restraint issues, and participates in the planning and implementing of child restraint clinics throughout the clinic season.

The "ICR Insider" was sent to approximately 700 people in the province who have worked or volunteered at child restraint clinic in Saskatchewan. The newsletter's intent is to keep people informed about new issues with child restraints and passenger safety.

The program continued to be involved on various committees in the province, including the Injury Prevention Partners Traffic Safety Working Group, Regina School Pedestrian Traffic Safety Committee, and the Saskatchewan Bicycle Safety Coalition. The administrator represents the Council on these committees, offering expertise where necessary and partaking in various projects initiated by the committees. In closing the Council would like to thank SGI for its continued sponsorship of the Community Traffic Safety Program

## **Occupation Division Report**

### **Industrial Safety Seminar**

As in previous years, the major activity of the Occupation Division was the Industrial Safety Seminar. Held in Saskatoon, a new attendance record was set with 664 registered delegates and 64 display booths, making the Saskatchewan Safety Council's event one of the largest safety events in western Canada.

### **Program Delivery**

The number of programs delivered in 2004 was up over 30% over 2003 due primarily to our new SaskEnergy Training Partnership.



In total 331 courses were offered with a total attendance of 2,139 participants. The following is a listing of course statistics:

### **2004 Training Summary:**

<b>Course</b>	<b># of Courses</b>	<b># of Participants</b>
Work Zone Traffic Accommodation Supervisor	17	152
WHMIS Instructor	1	4
WHMIS	43	442
TDG	5	24
First Aid/CPR	13	79
Fire Fighting with Hand Portables	9	108
Introduction to Fire Extinguishers	3	30
Forklift Instructor	1	6
Forklift Operator (in house)	152	528
Forklift Operator (direct)	5	39
SaskEnergy Courses	82	727
<b>Total</b>	<b>331</b>	<b>2139</b>

### **Program Development**

#### SaskEnergy Training Partnership

There was a significant amount of time spent on developing future training for the SaskEnergy Training Partnership. This project has tremendous potential for the Council as it could serve as the model for future training delivery.

#### Floor Warden Training Program

Some finishing touches to the course were completed and it is now ready for delivery. A provincial tour of the course is planned for 2005.

### **Additional Activities**

- 1) The Council took an active role in the promotion of North American Occupational Health & Safety Week. 251 delegates attended the launch in Regina, and presentations were made to over 1,000 high school students.
- 2) The Council again participated with the Provincial Mine Rescue Competition and Industrial Fire Fighters Competition.
- 3) Meetings were held with SIAST, several Regional Colleges and the Saskatchewan Process Industry Training Network in an attempt to develop training partnerships.

- 4) The Saskatchewan Safety Council's relationship with the Canadian Society of Safety Engineering continues to be strong. The CSSE's monthly meetings are often hosted by the Council and projects such as the Ed Amaolo Memorial Award (Safety Professional of the Year) and NAOSH Week are ongoing.

## **Farm Division Report**

The Council's Farm Division promoted safety to Saskatchewan farmers and their families in 2004. Every day, farmers are exposed to a wide variety of health and safety risks that make farming one of the most hazardous occupations in the industrialized world. Our goal is to help farmers reduce hazards and build a safer working and living environment.

In 2004 we actively promoted farm safety directly to the agricultural community through trade fairs and other community events. We participated in the Western Canadian Agribition and Western Canada Farm Progress Show, which are two of the largest farm events in Saskatchewan and Western Canada.

We provided a variety of farm safety messages through the media during the past year. These were well received and we will continue to provide positive messages to help farmers and their families reduce their risk of injury. We also promoted Canadian Agricultural Safety Week, which is a national public awareness campaign focusing on promoting safe farming.

### **Power Pac Program**

The growth and progress of this program was tremendous in 2004. We are proud to partner with SaskPower in the promotion of safety to children around the province.

Teachers continued to respond to our advertisements for presentations in record numbers, indicating a real need and desire for this type of program. In total we visited 315 schools and agencies, delivering over 1200 presentations, and reaching over 44,000 students. This school year, we have logged over 60,000 kilometres traveling the province to deliver the program. Our partnership with SaskPower has enabled us to reach over 150,000 children with our safety messages. This program has become truly provincial in scope, with schools and organizations requesting visits from all corners of the province.

The farm safety visits have continued to be part of rural communities' safety efforts. Over the 2003-2004 school year, over 150 schools and agencies requested presentations. 33 students delivered over 570 presentations to over 20,000 children. Our active members come from all parts of the province and





include: Regina, Saskatoon, Abbey, North Battleford, Southey, Davidson, Pleasantdale, Earl Grey, Success, Pelly, Pense, Flintheart, Borden, Mossbank, Vanscoy, McCord, Carnduff, Gainsborough, Montmartre, Mayfair, Weyburn, Wolseley, Glenavon and Marcelin.

Our Urban/Community safety program continued to have tremendous response from teachers. We continue to have many requests in Regina, Saskatoon, Moose Jaw, North Battleford, Yorkton, Swift Current, Prince Albert, Estevan and Weyburn and many areas in between. We also offered the program to northern communities and were pleased to deliver presentations in communities including Meadow Lake, La Ronge, Buffalo Narrows, La Loche, Pierceland, Turnor Lake and Goodsoil.

### **2004 Training Summary:**

<b>Visits</b>	<b># of Schools</b>	<b># of Presentations</b>	<b># of Students</b>
Urban	157	693	23, 327
Rural	158	570	20, 687
<b>Total</b>	<b>315</b>	<b>1,263</b>	<b>44, 014</b>

## **Home & Community Division Report**

2004 has been a busy year and a year of growth for this division. We increased our presence as a voice for injury prevention in the province, and our activities over the past year reflect that.

We kicked off 2004 by putting forth a bike helmet resolution at the Annual Meeting in April. The resolution passed and we worked to follow it through.

The division actively participated in a number of public awareness campaigns. These included Brain Awareness Week, Bicycle Safety Week, Safe Kids Week, the Teddy Bear Bash, SGI Play It Safe Day, and School Bus Safety Week. We also assisted with a bike helmet observation survey and distributed a variety of bike safety materials.



In addition to these activities, the division slowly expanded into another key area: fall prevention among seniors. The Canadian Red Cross invited us to join their fall prevention committee, which is working toward establishing a fall prevention strategy for Saskatchewan seniors.

### **Programs**

The Babysitting program continues to do well. Materials are distributed to schools, first nations groups, libraries, community associations, and others. This program remains

very popular and effectively prepares young people for the responsibilities of babysitting.

We continued to offer a Boating Safety program in 2004. The goal is for the individual to obtain his/her Pleasure Craft Operator Card as required by the Canadian Coast Guard. This is a home study program that is offered in a written manual or cd-rom format. Testing can also be done at the Council office.

Distribution of resource materials remains an important component of our division. We provided free children's activity booklets on a wide range of subjects including home alone, fires, school bus safety, poisoning, playground safety, home safety, bicycles, railway safety, pedestrian safety and others.

In addition our media presence continued throughout the year. Our messages were very well received and a broad range of interviews took place.

Looking back on the past year, our efforts have contributed to the Council's mission of working together to achieve a safe Saskatchewan. Our division is slowly evolving and we are looking forward to building more partnerships and providing more assistance in the year ahead.

## **Memorial Trust Fund**

The Council's Memorial Trust Fund was established over 25 years ago, following a tragic farm fatality. A trust fund was established when people from the victim's community made donations to the Council. Each year the revenue generated from donations, interest income and fundraising activities is distributed.

Each year the Council calls for proposals from groups who want to develop a safety-related project. Our policy is to disperse up to 80% of the fund's revenue. Based on the fund's present policy, the total amount that will be distributed will be a maximum of \$4700. Four organizations received funding in 2004:

1. \$1,000 to the Canadian Red Cross to produce and distribute fall prevention resources to older adults.
2. \$1,200 to St. John Ambulance to train grade 10 students in a two-day first aid and CPR program in one Saskatchewan community.
3. \$500 to the Saskatchewan Service Corps to help cover the training costs of their members.
4. \$2,000 to the Saskatchewan Safety Council to establish an on-going Safety Council/Memorial Trust Scholarship to commemorate the Council's 50<sup>th</sup> anniversary.



# **Saskatoon and District Safety Council Report**

Highlights of the year included the following:

## **Policy**

Changes to the federal Personal Information Protection and Electronic Documents Act came into effect on January 1, 2004. The Saskatoon and District Safety Council adopted a privacy policy to conform to the Act. The Saskatoon and District Safety Council adopted a harassment policy under federal and provincial human rights and labour legislation.

## **Constitution**

At its 2004 Annual General Meeting, amendments to the Saskatoon and District Safety Council bylaws were approved.

## **Administration**

A ruling was obtained from the Canada Revenue Agency regarding the work performed by instructors and other volunteers for the Saskatoon and District Safety Council.

## **Home and Community Division**

After being quite inactive for a few years, this division now has some members, had a few planning meetings, and has started networking in the community and carrying out a few activities. The Division members participated in the Saskatchewan Bike Helmet survey with visual inspections around the city. There are plans for a display at the Brain Show. The Division has identified the design of seniors' residences and playgrounds for further investigation. The Division members are very supportive of the Safety Village concept.

## **Courses**

In 2004, there were 10 instructors teaching DDC for the Saskatoon and District Safety Council. A total of 553 students were enrolled in 34 DDC courses taught in Saskatoon. This compares with 381 students in 19 courses in 2003. At the November 29 meeting, the Saskatoon and District Safety Council raised the DDC retail price of \$46.73 per person to \$60.00 effective April 1, 2005. A wholesale (net) price of \$50.00 was established. Terms and conditions were published. Al Reichert taught 55 Alive courses on behalf of the Saskatchewan Safety Council. The Saskatoon and District Safety Council provided administration and instructor support.

## **Other**

The Saskatoon and District Safety Council motorcycles, formerly used to teach the Gearing Up motorcycle training course in Saskatoon, were sold to the Saskatchewan Safety Council for \$25,000 plus \$1,750 GST on May 6, 2004.

Darrell Noakes, President, Saskatoon and District Safety Council

## **Management Responsibility** **For Financial Reporting**

To the members of the Saskatchewan Safety Council:

Management has the responsibility for preparing the accompanying financial statements and ensuring that all information in the annual report is consistent with the statements.

This responsibility includes selecting appropriate accounting principles and making objective judgements in accordance with generally accepted accounting principles.

In discharging its responsibilities for the integrity and fairness of the financial statements and for the accounting systems from which they are derived, management maintains the necessary system of internal controls designed to provide assurance that transactions are authorized, assets are safeguarded and proper records are maintained.

While ultimate responsibility for financial statements lies with the Board of Directors, auditors are appointed. They have full and free access to the records of the Council as well as all staff. These auditors report directly to the members and their report follows.

Regina, Saskatchewan  
February 17, 2005



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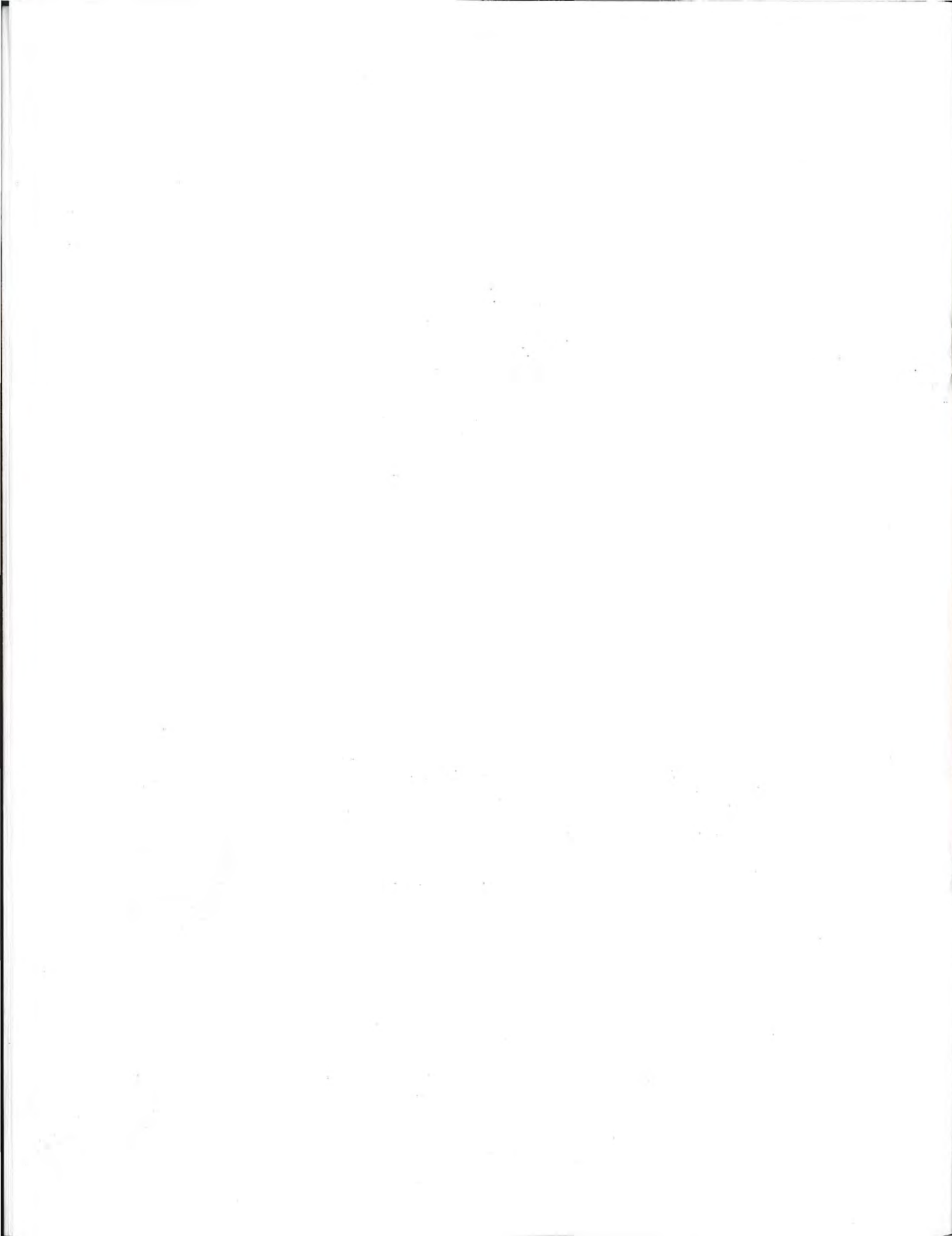
Wayne Summach, President

Regina, Saskatchewan  
February 17, 2005



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Harley P. Toupin, Executive Director



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**FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2004**

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SASKATCHEWAN

## Provincial Auditor Saskatchewan

1500 Chateau Tower  
1920 Broad Street  
Regina, Saskatchewan  
S4P 3V2

Phone: (306) 787-6398  
Fax: (306) 787-6383  
Web site: [www.auditor.sk.ca](http://www.auditor.sk.ca)  
Internet e-mail: [info@auditor.sk.ca](mailto:info@auditor.sk.ca)

### AUDITOR'S REPORT

To the Members of the Saskatchewan Safety Council

I have audited the statement of financial position of the Saskatchewan Safety Council as at December 31, 2004 and the statements of operations and changes in fund balance and cash flows for the year then ended. These financial statements are the responsibility of the Council's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Safety Council as at December 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan  
February 17, 2005

Fred Wendel, CMA, CA  
Provincial Auditor

## Statement 1

**SASKATCHEWAN SAFETY COUNCIL  
STATEMENT OF FINANCIAL POSITION  
As at December 31**

	<u>2004</u>	<u>2003</u>
<b>ASSETS</b>		
Current assets		
Cash	\$ 197,580	137,274
Temporary investments and accrued interest (Note 4)	349,916	291,654
Long-term investments due within one year (Note 4)	203,100	28,548
Accounts receivable	54,989	30,662
Grants receivable	---	10,836
Inventories	36,745	38,639
Prepaid expenses	<u>16,166</u>	<u>8,206</u>
	<u>858,496</u>	<u>545,819</u>
 Long-term investments (Note 4)	 <u>132,192</u>	 <u>313,007</u>
 Capital assets (Note 6)	 <u>81,842</u>	 <u>39,545</u>
	 <u>\$ 1,072,530</u>	 <u>\$ 898,371</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Current liabilities		
Accounts payable	\$ 66,706	\$ 40,891
Accrued salaries and benefits	39,291	36,209
Deferred revenue (Note 8)	<u>234,043</u>	<u>139,599</u>
	<u>340,040</u>	<u>216,699</u>
Fund balance		
Appropriated (Note 3)	294,817	282,757
Unappropriated (Note 5)	<u>437,673</u>	<u>398,915</u>
(Statement 2)	<u>732,490</u>	<u>681,672</u>
	 <u>\$ 1,072,530</u>	 <u>\$ 898,371</u>

(see accompanying Notes to the Financial Statements)

## Statement 2

**SASKATCHEWAN SAFETY COUNCIL**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE**  
**Year Ended December 31**

	Budget 2004 (Note 10)	Operating 2004	Appropriated Funds 2004	Total 2004	Total 2003
<b>Revenue:</b>					
Safety promotion and research programs	\$ 628,422	\$ 714,890	\$ ---	\$ 714,890	\$ 528,137
General operating grants					
Saskatchewan Government Insurance					
Operating	101,900	101,900	---	101,900	100,000
Snowmobile	20,000	20,000	---	20,000	20,000
Community Traffic Safety	65,700	65,700	---	65,700	65,700
Department of Highways	10,000	10,000	---	10,000	10,000
Other grant revenue	191,050	155,132	---	155,132	212,299
Membership contributions	47,500	50,335	---	50,335	43,865
Investment income	18,000	9,500	12,135	21,635	27,219
Other revenue	26,000	51,957	---	51,957	34,686
Donations	10,000	26,068	3,271	29,339	35,012
<b>Total Revenue (Schedule 1)</b>	<b>1,118,572</b>	<b>1,205,482</b>	<b>15,406</b>	<b>1,220,888</b>	<b>1,076,918</b>
<b>Expenses:</b>					
Advertising and Publicity	67,070	46,633	---	46,633	53,705
Amortization	1,200	17,826	---	17,826	14,878
Bad Debt	---	1,540	---	1,540	550
Bingo	---	---	---	---	4,549
Conferences and Meetings	79,595	83,077	---	83,077	75,046
Equipment, Maintenance and Supplies	51,830	84,021	---	84,021	57,198
Insurance	6,500	7,202	---	7,202	6,977
Instructor fees	112,760	88,883	---	88,883	82,492
Memorial Trust	---	---	3,346	3,346	3,377
Other	970	4,596	---	4,596	8,597
Printing and Postage	41,985	16,991	---	16,991	21,089
Professional fees	40,125	88,022	---	88,022	35,161
Program Development and Supplies	37,816	62,078	---	62,078	30,179
Memberships	800	2,705	---	2,705	2,316
Rent	59,660	55,972	---	55,972	54,881
Salaries	527,742	534,176	---	534,176	472,132
Travel	65,330	45,389	---	45,389	57,073
Utilities	20,875	16,628	---	16,628	19,164
Vehicle	4,100	10,985	---	10,985	7,907
<b>Total expenses (Schedule 1)</b>	<b>1,118,358</b>	<b>1,166,724</b>	<b>3,346</b>	<b>1,170,070</b>	<b>1,007,271</b>
<b>Excess of revenue over expenses (expenses over revenue)</b>	<b>\$ 214</b>	<b>38,758</b>	<b>12,060</b>	<b>50,818</b>	<b>69,647</b>
<b>Fund balance, beginning of year</b>		<b>398,915</b>	<b>282,757</b>	<b>681,672</b>	<b>612,025</b>
<b>Fund balance, end of year</b>		<b>\$ 437,673</b>	<b>\$ 294,817</b>	<b>\$ 732,490</b>	<b>\$ 681,672</b>

(see accompanying Notes to the Financial Statements)

**SASKATCHEWAN SAFETY COUNCIL  
STATEMENT OF CASH FLOWS  
Year Ended December 31**

Statement 3

	<u>2004</u>	<u>2003</u>
Cash flows from:		
Operating Activities:		
Cash received from Safety Promotion and Research Programs	\$ 692,323	\$ 518,574
Cash received from Grants	458,012	424,042
Cash received from Membership Contributions	50,335	43,865
Cash received from Investments and Other	66,450	61,905
Cash received from Donations	23,039	35,012
Cash paid to employees	(531,094)	(476,857)
Cash paid to suppliers	<u>(596,778)</u>	<u>(540,000)</u>
Cash provided by operations	<u>162,287</u>	<u>66,541</u>
Investing Activities:		
Purchase of capital assets and leasehold improvements	(63,566)	(20,434)
Proceeds on sale of capital assets	13,584	---
Purchase of long-term investments	(33,746)	(101,819)
Sale of long-term investments	40,009	29,594
Net (purchase) of temporary investments	<u>(58,262)</u>	<u>(282,225)</u>
Cash (used in) investing	<u>(101,981)</u>	<u>(374,884)</u>
Increase (decrease) in cash	60,306	(308,343)
Cash, beginning of year	<u>137,274</u>	<u>445,617</u>
Cash, end of year	<u>\$ 197,580</u>	<u>\$ 137,274</u>

(see accompanying Notes to the Financial Statements)



**SASKATCHEWAN SAFETY COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
December 31, 2004**

**1. Incorporation of Saskatchewan Safety Council**

The Saskatchewan Safety Council (the Council) is incorporated pursuant to *The Non-profit Corporations Act, 1995*. The Council is a registered charity dedicated to preventing injuries and fatalities in the Province.

**2. Significant Accounting Policies**

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. Significant accounting policies are summarized as follows:

**a) Revenue Recognition**

The Saskatchewan Safety Council uses the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**b) Fund Accounting**

Revenues and expenses related to program delivery, membership, and administration activities are reported in the operating fund.

Revenues and expenses related to restricted donations, special research, and safety programs are reported in the appropriated funds. See also Note 3.

**c) Capital Assets**

Each capital asset purchase costing more than \$500 is capitalized and amortized on a straight-line basis over its useful life (5 years). Donated capital assets are recorded at fair value, and amortized on a straight-line basis over their useful lives (3 to 5 years).

Leasehold improvements, which cost more than \$500, are capitalized and amortized on a straight-line basis over the lesser of the useful life of the improvements or the remaining lease term.

d) **Safety Promotion and Research Programs - Development Costs**

The Council follows the policy of charging program development costs to current year's expense.

e) **Safety Promotion and Research Program Expenses**

Program expenses include only direct charges including amortization charges relating to the programs. With the exception of Farm General, Farm Safety, Home & Community General, Babysitter Training, Traffic General, Snowmobile, and Community Traffic Safety where grant proceeds are received to fund salary expenses of these programs, salary and other general administrative costs are reflected as administration expenses.

f) **Deferred Revenue**

Deferred revenue represents the cash received for seminars and conferences to be conducted after year-end. It also includes funding received for research programs occurring in the following year. Restricted contributions for the purchase of capital assets are deferred and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets.

g) **Inventory**

The inventory of manuals and course materials is valued at cost, determined on a first-in, first-out basis.

h) **Investments**

Investments are valued at cost.

i) **Accrued Salaries and Benefits**

The Council recognizes banked vacation and time in lieu of overtime in the period that it is earned by employees.

3. **Appropriated Fund Balance**

The appropriated funds consist of cash and the investments shown in Note 4.

a) **Contingency Reserve.** The contingency reserve is for unforeseeable expenses. The objective of the reserve is to maintain a balance of at least \$200,000. Up to 15% may be invested in low risk, high quality, non-guaranteed investments.

b) **Memorial and Other Donated Funds.** The Council's Memorial Trust Fund Policy requires memorial and other donations, plus interest, to be kept separate from other funds. These are used for special research and safety programs in injury prevention. Certain Council board members have been appointed as trustees to administer these funds.

Changes to the appropriated fund balance during the year are as follows:

	Contingency Reserve	Memorial & Other Donated Funds	Total 2004	Total 2003
Appropriated fund balance, beginning of year	\$ 213,550	\$ 69,207	\$ 282,757	\$ 257,890
Interest	9,323	2,812	12,135	12,961
Donations	---	3,271	3,271	15,283
Expenses	---	(3,346)	(3,346)	(3,377)
Appropriated fund balance, end of year	\$ 222,873	\$ 71,944	\$ 294,817	\$ 282,757

#### 4. Investments

Investments consist of term deposits, bond coupons, bonds, and low risk, high quality, non-guaranteed investments. Details of their significant terms and conditions and effective interest rates are shown below. The carrying values are essentially the same as the principal values and therefore the effective rates are not materially different from the coupon rates. The fair value of the investments at December 31, 2004, which approximates market value, is \$691,515 (2003 - \$639,902).

	2004		2003	
	Carrying Value	Effective Rate	Carrying Value	Effective Rate
Temporary investments & accrued interest	\$ 349,916	---	\$ 291,654	---
Long-term investments due within one year	203,100	5.75%	28,548	2.63-5.00%
Bonds				
Province of Saskatchewan				
- Series IX, due July 15, 2005	---	---	203,100	5.75%
- Series XI, due July 15, 2007	14,584	3.25%	14,584	3.25%
- Series XII, due July 15, 2008	72,862	3.00%	72,862	3.00%
Government of Canada				
- Tiger Series IV, due Mar. 1, 2006	9,772	3.05%	---	---
- Sentinel Series I, due Oct. 1, 2006	23,920	3.49%	---	---
- CS50 Escalator, due Nov. 1, 2007	---	---	1,000	1.75%
- CS51 Escalator, due Nov. 1, 2008	1,054	7.25%	1,000	7.25%
Common Shares				
- Pro AMS	---		10,461	
Mutual Funds				
- Manulife Fidelity Canada	10,000		10,000	
Total long-term investments	132,192		313,007	
Total investments	\$ 685,208		\$ 633,209	

## 5. Unappropriated Fund Balance

The unappropriated fund balance represents the accumulated excess of revenue over expenses, which have not been designated for specific purposes by resolution of the Board of Directors.

## 6. Capital Assets

	2004		2003	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office & Safety				
Promotion Equipment	\$ 172,712	\$ 97,155	\$ 75,557	\$ 37,995
Film	512	512	---	---
Leasehold Improvements	15,294	15,294	---	---
Donated Capital Assets	18,030	11,745	6,285	1,550
	<u>\$ 206,548</u>	<u>\$ 124,706</u>	<u>\$ 81,842</u>	<u>\$ 39,545</u>

Total amortization expense including amounts classified as program expenses during 2004 was \$17,826 (2003 - \$14,878).

## 7. Financial Instruments

A financial instrument is any contract that gives rise to both a financial asset of one party and a financial liability or equity instrument of another party. The Saskatchewan Safety Council has the following financial instruments: accounts receivable, grants receivable, investments, and accounts payable. The following paragraphs disclose the significant financial aspects of these financial instruments.

### a) Significant Terms and Conditions

There are no significant terms and conditions associated with the financial instruments that may affect the amount, timing, and certainty of future cash flows.

### b) Interest Rate Risk

There is no interest rate risk associated with accounts receivable, grants receivable or accounts payable. Due to the short-term nature of the temporary investments, the interest rate risk is minimal.

The Council is exposed to interest rate risk from the potential change in value of long-term investments due to fluctuations in market interest rates. As market interest rates fluctuate, the market value of bonds move in the opposite direction.

### c) Credit Risk

The Saskatchewan Safety Council is exposed to credit risk from potential non-payment of accounts receivable and grants receivable. Most of the Council's receivables are from provincial and federal governments. Therefore, the credit risk related to receivables is minimal.

Most of the Council's investments are provincial and federal government term deposits, bond coupons and bonds. Therefore, credit risk for investments is minimal.

d) Fair Value

For accounts receivable, grants receivable and accounts payable, the carrying amounts approximate fair value due to the immediate or short-term nature of these financial instruments.

For investments, fair value is considered to approximate the quoted market values on a recognized stock exchange based on the latest bid price.

8. Deferred Revenue

As of December 31, 2004, deferred revenue was \$234,043 (2003 - \$139,599). This amount includes a grant from SaskPower of \$120,000 for the Power Pac Program for 2004 and \$1,243 for 2001 that was used for the purchase of capital assets and is being amortized to income as the asset is amortized. It also includes a grant of \$50,000 from the Workers' Compensation Board and \$25,000 from IPSCO for the Safe Saskatchewan Campaign. The remaining amount consists of revenue received from various organizations for courses and services being offered in 2005.

9. Commitments

In December of 1999, the Council entered into a 5-year lease agreement. The Council is committed to future lease payments of:

2005	\$18,375
2006	\$12,250

10. Budget

The budget was approved by the Council's Board of Directors on October 2, 2004.



## Schedule 1

**SASKATCHEWAN SAFETY COUNCIL**  
**SCHEDULE OF REVENUE AND EXPENSES BY PROGRAM**  
**Year Ended December 31**

	Budget 2004 (Note 10)			Actual 2004			Actual 2003	
	Revenue	Expenses	Net Income (Loss)	Revenue	Expenses	Net Income (Loss)	Net Income (Loss)	
Administration	\$ 218,400	\$ 384,317	\$ (165,917)	\$ 258,955	\$ 354,793	\$ (95,838)	\$ (139,745)	
Farm General	23,500	13,201	10,299	1,608	22,189	(20,581)	9,653	
Farm Safety	150,000	127,965	22,035	130,782	124,758	6,023	30,688	
Home & Community General	500	11,674	(11,174)	979	7,838	(6,857)	(4,115)	
Babysitter Training	29,000	12,400	16,600	26,101	14,085	12,016	22,514	
Elmer	---	---	---	99	47	52	85	
Occupational General	---	120,116	(120,116)	---	128,690	(128,690)	(90,177)	
Accident Investigation	1,000	500	500	---	---	---	556	
Fire Control	23,000	12,100	10,900	37,504	21,010	16,494	13,255	
Fire Control School	5,000	3,000	2,000	---	1,116	(1,116)	(236)	
First Aid & CPR	10,000	5,500	4,500	6,341	5,285	1,056	5,523	
Forklift Instructors	9,000	6,000	3,000	5,100	3,935	1,165	4,143	
Forklift Operators	30,000	15,000	15,000	19,612	7,927	11,685	8,761	
Industrial Seminar	223,000	91,800	131,200	237,623	112,069	125,554	104,367	
Occupational, Health & Safety	---	500	(500)	225	---	225	(146)	
Occupational Workshops	10,000	5,000	5,000	87,002	45,750	41,252	2,253	
Safety Audits	2,500	500	2,000	2,356	1,229	1,127	827	
Safe Lifting	---	---	---	---	5	(5)	---	
Transportation of Dangerous Goods (TDG)	2,000	1,000	1,000	1,867	3,098	(1,231)	776	
Workplace Hazardous Materials Information System (WHMIS)	1,000	500	500	7,190	1,796	5,394	4,900	
TDG/ WHMIS	8,000	2,000	6,000	786	---	786	(5)	
WHMIS Instructor	3,000	1,000	2,000	1,190	20	1,170	350	
Work Zone	30,000	15,000	15,000	33,592	11,012	22,580	11,286	
Traffic General	---	53,696	(53,696)	---	45,542	(45,542)	(40,096)	
55 Alive	24,500	17,870	6,630	17,688	11,095	6,593	10,634	
Defensive Driving Course (DDC)	44,820	17,950	26,870	53,354	19,415	33,939	27,047	
Professional Driver Improvement Course (PDIC)	4,330	2,606	1,724	4,867	3,081	1,786	2,460	
DDC/ PDIC Instructor Expense	6,902	3,695	3,207	10,760	8,084	2,676	692	
Driver Audit	2,850	1,390	1,460	5,937	3,895	2,042	1,937	
Injury Prevention Symposium	27,000	21,150	5,850	24,990	22,469	2,521	2,385	
Motorcycle Training	61,720	44,975	16,745	93,288	90,631	2,657	21,764	
Operation Lifesaver	7,000	5,605	1,395	4,614	3,272	1,342	1,050	
School Bus Training	5,800	5,300	500	6,060	2,114	3,946	(874)	
Winter Survival	3,300	1,350	1,950	6,773	3,804	2,969	10	
Skid Smart	23,200	13,015	10,185	7,050	1,552	5,498	4,173	
Snowmobile	62,500	41,195	21,305	45,489	24,832	20,657	20,629	
Community Traffic Safety	65,750	58,168	7,582	65,700	59,727	5,973	8,285	
Buckle Up Baby	---	1,320	(1,320)	---	560	(560)	(1,029)	
	<u>\$1,118,572</u>	<u>\$1,118,358</u>	<u>\$ 214</u>	<u>\$1,205,482</u>	<u>\$1,166,724</u>	<u>\$ 38,758</u>	<u>\$ (44,780)</u>	

