

**1998  
ANNUAL REPORT**



Saskatchewan Safety Council  
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# 1998 ANNUAL REPORT



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## ***Saskatchewan Safety Council: Our History and Objectives***

On November 15, 1955 the Saskatchewan Safety Council was formed 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. He was convinced of the need for a safety agency that was independent from the government agency and able to tap into a broader range of expertise.

Mr. Fines called 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 Home & Community. A fourth division, Occupation, was added in 1970. Each division actively adapted and developed programs to meet Saskatchewan needs and increase public awareness.

Today the Council is a central voice wherever safety education and promotion is concerned. The Council continues to operate as a non-profit charitable organization and has approximately 500 members representing business, industry, government, organizations, and other groups and individuals. The Council offers over forty comprehensive safety education programs throughout Saskatchewan at all levels of expertise. Expert training is provided by Council staff, industry specialists, on-call consultants, and executive members from a variety of backgrounds.

The Council is supported financially by annual membership contributions, corporate and government sponsorship and through 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 its Board of Directors. Council programs are administered by a staff in Regina, Saskatchewan.



## ***Saskatchewan Safety Council Programs***

### **Occupation Division:**

- Accident Investigation
- Annual Industrial Safety Seminar
- Back Power
- Back Power Instructor Course
- Basic Occupational Health & Safety
- Customized Training Packages
- Fire Control School
- Firefighting with Hand Portables
- First Aid and CPR
- Introduction to Fire Extinguishers
- Forklift Training
- Forklift Instructor Course
- Occupational Health & Safety Representative
- Safety Audits
- Seasonal Workers Spring Training
- Transportation of Dangerous Goods
- Violence Prevention & Risk Assessment
- WHMIS Training
- WHMIS Instructor Course
- Work Zone Traffic Safety Course

### **Farm Division:**

- Child Safety on the Farm Videos
- Farm Safety for the Family
- Farm Safety Workshops for Women
- Farm Safety School Presentations
- Farm Safety Speakers Bureau
- Pesticide Safety Information Sessions

### **Home & Community Division:**

- Babysitter Training
- Bicycle Safety
- Block Parent
- Buckle Up Baby
- Elmer the Safety Elephant
- Elmer's Road Safety Video
- Fire Smart Video
- Home Safety for Seniors
- Metric Mile Swim

### **Traffic Division:**

- Annual Injury Prevention Symposium
- Defensive Driving Course (DDC)
- DDC Instructor Course
- Driving Enhancement (In Vehicle)
- 55 Alive
- 55 Alive Instructor Course
- Motorcycle Training
- Operation Lifesaver
- Professional Driver Improvement Course (PDIC)
- PDIC Instructor Course
- Road Smart
- School Bus Training
- Snowmobile Safety Course
- Winter Survival

## **1998 - 99 Executive and Board of Directors**

President:	Dave Abbey Regina, Saskatchewan
Past President:	Naidene Thompson IPSCO Inc., Regina, Saskatchewan
1st Vice President:	Joanne Hader Health Services Utilization Research Commission Saskatoon, Saskatchewan
2nd Vice President:	Warren Bobbee City of Regina, Regina, Saskatchewan
Treasurer:	Al Popoff Regina, Saskatchewan
Secretary:	Harley Toupin Saskatchewan Safety Council, Regina, Saskatchewan
Executive Member:	Byron Pointer SaskTel, Regina, Saskatchewan
	Dennis Harrison SaskTel, Regina, Saskatchewan
Dr. Ronald Ailsby Sask. Medical Association, Regina, SK	Jim Berg University of Saskatchewan, Saskatoon, SK
Lorraine Bucsis North Valley Safety Council, Yorkton, SK	Joseph Chan Transportation Centre, Saskatoon SK
Alan Cockman SGI, Regina, SK	Ed Engele City of Weyburn, Weyburn, SK
Sharon Garratt Regina Health District, Regina, SK	Don Grant S.A.H.O., Regina, SK
Lyle Karasiuk Parkland Ambulance, Prince Albert, SK	Jack Lax Regina, SK
Jack Mathieson IPSCO Inc., Regina, SK	Earl Peters RCMP, North Battleford, SK
Rudi Peters S.A.R.M., Rabbit Lake, SK	Robert Rowlatt St. John Ambulance
Terry Schmidt Sask. Highways & Transportation, Saskatoon, SK	Craig Sluser Enbridge Pipelines, Edmonton, AB
Wayne Summach City of Saskatoon, Saskatoon, SK	

## ***Council Staff***

Executive Director:

Harley Toupin

Director of Operations:

Dianne Wolbaum

Accounts Manager:

Dianne Molnar

Communications Co-ordinator:

Linda Saliken

Farm, Home & Community Safety Co-ordinator:

Monica Zasada

Occupational Safety Co-ordinator:

Will Putz

Traffic Safety Co-ordinator:

Randy Poole

Road Smart Administrator:

Jacque Stark

Program Consultant:

Bob Mitchell

Snowmobile Safety Administrator:

Kim Becker

Administrative Assistant:

Lynn Evans

Receptionist/Secretary:

Phyllis Shull

Secretary:

Allyson Eckert

Instructors:

Lee Carlson

Grant Chzyk

Brent Coombs

Lynn Dionne

Delphine McKaeff

Deanna McKinnon

Bill Missal

Barry Salmond

## ***President's Message***

I am honoured to present my second and last report to members of the Saskatchewan Safety Council at the 1999 Annual General Meeting. Serving as your president is both a privilege and an honour. I thank your Board of Directors for the opportunity to serve.

1998 - 99 seems to have been a year of consolidation for the Council. By consolidation I mean the firming up of new directions for the Council. Please allow me to elaborate.

In last year's report I mentioned the changes coming in board-staff relationships in our Council. The policy committee mentioned in last year's report completed its work shortly after our Annual General Meeting. As a follow up to the committee's efforts the Board struck another committee to review our bylaws to ensure they relate to the current thinking of the Council. By the time of the Annual General Meeting, the new committee will have completed its work. The 1999 - 2000 Board of Directors will have to decide if it wishes to complete what has become the "transformation" of the Council's structure and policy environment into the model outlined by John Carver. That model, to quote from my last report, "essentially the board deals with very high level ends, executive limitations, board-staff relations, and governance issues. All administrative means are the responsibility of staff."

In my last report I expressed a desire to visit regional safety councils. Unfortunately in the past year I was only able to get to a meeting of the North Valley Agricultural Safety Council in Melville. One of my real regrets will be that I was unable to attend at least one meeting of each regional safety council.

1998 - 99 saw a continuation of the partnership of the Council within itself (i.e. amongst the divisions) and with other organizations. Partnering with like-minded individuals and groups will help us realize our goal.

Once again we had two successful seminars in February. I know I personally gained valuable insights into a number of issues this year. Our seminars keep getting better. I know the Industrial Safety Seminar committee is struggling with the increasingly large attendance at each successive seminar. I hope the decision will mean our message is open to as many people as possible.

I want to close by talking about our staff - in particular our senior staff person. Harley Toupin exhibits a level of "finesse" which is incomparable to most senior executives. I have gotten to work closely with Harley the last several years. He is an artist at working with volunteers both on our board and otherwise. We are well served by a master chief executive officer. He knows when to challenge a volunteer's views and when to accept them as the expression of a membership's will.

***Dave Abbey, President***



## ***Executive Director's Message***

With the new millennium just months away, the pace of our world seems to have increased in anticipation. Every day our dependence on technology is highlighted as we address the Y2K bug.

Activities at the Safety Council reflect this anticipation as we face the turn of the century.

1998 was a year of opportunities and challenges for the Council, as increased activities and requests for our services have forced us to change the way in which we do business.

Administrative changes were made and new personnel have enhanced our ability to serve our members and the people of Saskatchewan.

New partnerships are being forged which has helped us to deliver our programs. This strategy must continue if we are to expand the delivery of our services.

We see 1999 as being a continuation of our 1998 activities as we continue to build partnerships, develop our technical skills and strive to reduce injuries throughout Saskatchewan.

The success of the Council can be directly attributed to our safety team: the volunteers who donate countless hours to the Council, our sponsors and patrons who provide us with the resources to deliver our message, and our staff whose knowledge, dedication and hard work put our plans into action.

It is an honour to serve as your Executive Director and I look forward with anticipation to the opportunities and challenges we will face in the 21st century.

***Harley Toupin, Executive Director***

## ***Traffic Division***

In 1998 a new Traffic Division committee was established. Chairman Murray Klatt, RCMP, co-ordinated the first meeting on November 18.

Committee members include Saskatchewan Highways and Transportation, Professional Drivers Safety Council, Hertz Bus, Regina Health District, Transportation Centre of the University of Saskatchewan, CN, CP, Saskatchewan Government Insurance, Regina Police Service, Saskatoon Police Service, RCMP, Prairie Bus, SaskTel, CAA, and Saskatchewan Justice.

The committee will meet regularly, act as a lobby group, and form sub committees if required. Some topics discussed to date include buses stopping at controlled railway crossings, condition of Saskatchewan roads, seat belt exemptions and fines.

The first joint symposium of the Traffic Division and the Home and Community Division was held February 3 and 4 in Saskatoon. Ninety-eight delegates and 20 displayers attended the symposium, which was held in conjunction with the Occupation Division's Industrial Safety Seminar. Joseph Chan of the Transportation Centre in Saskatoon was presented with the Traffic Division Safety Award.

In co-operation with SaskTel Mobility, Cantel AT&T, CAA, SGI, Saskatchewan Education, Saskatchewan Trucking Association, and the RCMP a media conference was held on June 9 regarding safe cellular phone use. The latest in cell phone technology was also made available. A press release package was sent to all media across the province and received great response.

School Bus Safety Week was held September 14 - 19. Special events included a media ride-along, a school bus rodeo sponsored by Hertz Bus, a contribution campaign, and a poster contest. The poster contest attracted 1300 Saskatchewan elementary school children and was sponsored by TD Bank. Our plans are to develop a special winning poster and school bus calendar. The theme for this year's campaign was "Stay Out of the School Bus Loading Zone". Committee members include SGI, Hertz Bus, Wayne Bus, RCMP, CAA and separate and public school divisions.

In October the Saskatchewan Safety Council had an Operation Lifesaver information meeting in which Ben Levesque of the national office was the guest speaker. From that meeting, a Saskatchewan Operation Lifesaver committee was formed. The Council continues to provide promotional materials to various school organizations and trade shows. In November, CP Rail provided a guest speaker for two provincial snowmobile instructor seminars. The new Operation Lifesaver committee will begin meeting in the spring of 1999.

The mandatory training for snowmobile operators 12 - 16 years of age made the safety training program very busy. Forty courses were held with over 700 participants. Future plans for 1999 include the development of a snowmobile safety committee, increased promotion, more courses, and a school activity book.

Turning to the In-Vehicle Driving Enhancement program, the partnership between Advance Driving Systems and the Council is still working well. There are three different courses offered: in-vehicle driving enhancement, skid control, and collision avoidance. Some of the Council clients include SaskTel, CRR, TransCanada Pipelines, and SaskPower.

A total of 91 Defensive Driving Courses were held in 1998. Of those, 47 were Saskatchewan Safety Council courses. With increased promotion, advertising, and word of mouth the Council should look forward to even more participation. Many companies are beginning to make DDC mandatory with their employment.

In 1998, 70 Professional Driver Improvement courses were held. The Council's role is to supply the courses with materials. All courses are conducted by non-Council instructors.

As of June 30, 1998 there were 60 driver improvement course instructors who maintained their certification. The Council co-ordinated one DDC Instructor course and three new instructors met the certification standards. The Council will be looking at sending an instructor to become a trainer of instructors from the Canada Safety Council.

The Motorcycle Training Program was once again a very popular program. In Saskatoon, 9 courses were held with 113 graduates. In Regina, 8 courses were held with 112 graduates. The program is run by dedicated volunteers who do an excellent job representing the Council. On August 22 the Regina instructors hosted the 3rd Annual Ride-On Motorcycle Ride and managed to raise over \$4000.00 despite the ugly weather conditions.

Other courses held in 1998 included 10 Winter Survival courses and 3 School Bus courses. With increased promotion, the course numbers should increase in 1999. No 55 Alive courses were held, but the Council has met with the Seniors Mechanism, the City of Regina, and other seniors groups in an effort to develop 55 Alive and make some progress in 1999.

## ***Occupation Division***

1998 was a very active year for the Occupation Division.

The most notable event was the 25<sup>th</sup> Annual Industrial Safety Seminar. The 1998 Seminar set a new attendance record with a total of 456 registered delegates. The Seminar featured 15 educational sessions including HEROES, a multi-media injury prevention production aimed primarily at youth. HEROES, which was sponsored by Siecor Corporation, was presented as a grand finale to the Industrial Safety Seminar and was attended by over 2000 Saskatoon and Area students in a total of 8 shows.

In addition to the educational sessions, the Industrial Safety Seminar featured one of the largest safety equipment shows in western Canada. 49 different organizations and companies displayed the latest in safety products and services in a total of 54 display booths. The event has an excellent reputation in the safety community and has outgrown most hotel facilities.

For the first time in 1998, there was not sufficient space to accommodate everyone who wanted to attend the Industrial Safety Seminar. The Steering Committee took a serious look at the possibility of moving out of hotels and into a larger venue such as Exhibition Park. The decision was made to stay in a hotel facility for 1999 and evaluate the situation after the 1999 Industrial Safety Seminar. The 1999 Industrial Safety Seminar was recently completed at the time of this report. Plans are already under way for the 27<sup>th</sup> Annual Industrial Safety Seminar to be held in Saskatoon on February 7, 8 & 9, 2000.

A special **thank you** is extended to the Seminar Steering Committee, the Sponsors, the Delegates and the Displayers for helping to keep the Saskatchewan Safety Council Industrial Safety Seminar one of the premier safety shows in Canada.

Delivery of safety programming was also very successful in 1998. A total of 107 safety courses were delivered to 1065 participants. Most notable were 37 Safe Lift Truck Operator's course with 245 participants, 26 WHMIS courses with 261 participants and 10 Work Zone Traffic Accommodation Supervisor's Courses with 141 participants.

The Occupation Division ended 1998 with a budget surplus of approximately \$30,000.00. This was due mainly to the high level of activity in the Safe Lift Truck, WHMIS and Workzone Traffic Accommodation Supervisors' courses and the 25<sup>th</sup> Annual Industrial Safety Seminar.

One change to the Occupation Division is the expansion of our fire training programs. Traditionally, two 2 day Fire Control Schools have been delivered as well as some on site training for various companies. With the addition of a variety of fire extinguishers,

several fire props and a trailer to carry all of the additional equipment, our ability to deliver on site training is greatly increased.

Another addition to the Occupation Division activities was the formation of a Forklift Advisory Committee. The idea is to provide a forum for Saskatchewan Safety Council Forklift Instructors, program users and industry representatives to exchange ideas and make training recommendations. The first 2 meetings were well attended and considered worthwhile by the participants. Future meetings will be held as required.

The Occupation Division now has all course dates and participants on a database. This was a new addition in 1998 and will help maintain accurate training records. As well as record keeping and statistics, the computerized records will assist with training recall notices in the future. Companies and individuals will now have access to up-to-date records of current staff training and expiry dates.

## ***Farm Division***

The past year was rather a quiet one for the Farm Division but the stage is set for 1999 to be dynamic, as there will be a major sponsor in place for the Farm Safety Team.

Some other highlights for this division include:

- "Countryside," a CBC program, broadcast nationally a program on farm safety featuring Crystal Zimmer, a member of our Farm Safety Team. Crystal was also named the 1998 Children's Health Foundation of Saskatchewan representative and participated in the 1998 Children's Miracle Network Telethon from Orlando, Florida.
- For Farm Safety Week, the Council produced a psa entitled "Tough Business" with hockey star Wendel Clark. "Tough Business" promoted the use of personal protective equipment for farmers. The psa received extensive air play, especially during Farm Safety Week. The week also generated a number of interviews and presentation requests.
- Displays were set up for John Deere Days in Regina and Avonlea, the Weyburn Wheat Festival, and the Western Canada Farm Progress Show.
- The Farm Division was asked to be the resource specialist for farm safety related information on the AgInfonet.
- The Farm Safety Team kept a low profile due to the lack of having a major

sponsor in place. Even so, the team delivered presentations to 78 schools and addressed approximately 5,000 students. Funding to support the team in these endeavours came from CASP (Canadian Agriculture Safety Program), Agriculture and Food Canada (matching grant) and two health districts (Regina and South Central). The health districts sponsored visitations by team members to schools within their districts. Also, farm safety team members Ashley Drumheller, Joshua Glister and Crystal Zimmer developed and delivered a presentation at the 4th Annual Canadian Farm Safety and Health Conference held in Saskatoon. Their presentation was written about in the Star Phoenix newspaper. Last, but not least, 12 new team members were recruited and trained, bringing the membership number to 23.

- Jim Berg, a long time member, vice-chair and rep to the Board for the Farm Division, was named the 1998 winner of the R.M. Rowley Award in recognition of his efforts, both as a volunteer and farmer, to make farming a safer job for everyone.

## ***Home and Community Division***

The Home and Community Division highlights for 1998 included continued popularity of long established programs, active participation in several injury prevention agencies, several new projects, and an anticipated foray into a new venture.

New activities included the Council bringing the HEROES production to Prince Albert in November with the assistance of a community injury prevention grant from Acquired Brain Injury (ABI) and SGI. In conjunction with Safe Kids Canada, the Council also organized a press conference to kick off Safe Kids Week. The conference featured a home safety inspection by Andrea Gurge at the residence of Jan Betker, member of the Olympic gold medal winning women's curling team.

The Home and Community Division actively participated with the following agencies: Saskatchewan Coalition for Bicycle Safety, the Injury Prevention Partners, and the Regina School Pedestrian Traffic Safety Committee. Along with S.A.H.O., the Council has endorsed the Coalition's bicycle safety positions and has urged Saskatchewan Health to support mandatory use of bicycle helmets by cyclists.

The Babysitter Training program continues to do well with approximately 5,000 kits being sold during 1998. The Fire Smart video also continues to be in demand with 60 copies being sold during 1998.

Elmer the Safety Elephant continues to be popular. The Council has sold 116 copies of

Elmer's Road Safe videos to schools throughout the province.

The possibility of being involved in the delivery of a boat safety course continues to be investigated. In April 1999, federal legislation will require that the majority of boat operators provide proof that they have participated in a boat safety course.

## ***Memorial Trust Fund***

In 1998 donations, bank interest and fundraising generated approximately \$2700 in income for the fund.

The main source of revenue for the fund was the Council's Annual Silent Auction, which raised over \$1300.

In keeping with the Council's policy of disbursing 80% of the fund's revenue, \$2200 was distributed as follows:

Riffel High School SADD Chapter:	\$500.00
- To sponsor poster displays and a SADD speaker to address the student body	
Victory Ag Society:	\$1200.00
- To sponsor a Stay Safe Trade Fair	
Garden River Volunteer Fire Department:	\$500.00
- To purchase fire fighting hand nozzles	

## ***Report from the North Valley Ag-Health Safety Council***

Over the past year our council has continued to meet regularly and has managed to accomplish our main project, the "Farm Safety Puppet Show" project.

On the farm, children are exposed to heavy machinery, dangerous chemicals, livestock and numerous other hazards. This puppet show and interactive theme song is a fun and entertaining way to teach kindergarten to grade three elementary school children about safety on the farm. It contains a pre-recorded audio cassette and puppets which depict the various barnyard friends who share stories of farm dangers they have experienced. The project is a way of getting the safety messages out to not only farm children but to all other children in our rural area who at one time or another may visit a

farm site. Our council felt that children should be our target group and since the first presentation in Melville at the local library over a year ago, we have presented this puppet show to ten of the twelve schools in our health district.

As well, this kit has been on loan to Qu'Appelle Health District and Assiniboine Valley Health District who in turn have presented it to a number of elementary school children in their health districts.

The puppet show kit has been on display at local fairs and trade shows in our health district over the past year, and Lorraine Buscis, our regional council representative to the provincial board of directors for the Saskatchewan Safety Council, recently did a presentation at an SGI seminar about this project.

The beauty of this project is that it is very easy to present and does not require a lot of preparation or people power. The school teachers have found that the response from their students is positive. We have had no negative comments to date.

Our rural council is small in numbers - we have only six committed members from the area - but their efforts are to be congratulated and I am pleased to be a part of this energetic group.

*Submitted by Sharon Clark,  
Chairperson for North Valley Ag-Health Safety Council*

## ***Report from the Prince Albert Safety Council***

The mission of the Prince Albert Safety Council is to eliminate fatalities and reduce the toll of injuries and property damage caused by accidents in the Prince Albert area.

To achieve this goal, the P.A. S. C. will develop and deliver public awareness programs which will make safety a top priority at home, at work, on our streets and in our recreation areas. Over the past few years, we have developed public awareness through various media safety ad campaigns including bicycling, snowmobiling, summer vacationing, water safety, school bus, Halloween and winter driving safety. We have also organized bicycle rodeos, participated in the Lids for Kids program, and more recently, supported and helped introduce the "Heroes" program to our city high schools in co-operation with the Saskatchewan Safety Council.

Together we can do much more. Anyone who is genuinely interested in the betterment of our community in terms of safety is encouraged to be a member of the council. There are no membership fees, no regular meetings, and no demands of time commitment. All



that is needed are your presence, your expertise and your ideas. We would be pleased to answer any further questions you may have about the council.

*Submitted by Armand Aden,  
President, Prince Albert Safety Council*

### ***Report from the Regina and Area Safety Council***

The Regina and Area Safety Council continued its inactivity in 1998. We tried convening a general meeting in late May but only three people attended. In 1998 this organization replaced its representatives to the Board. David Lapchuk replaced Sharon Garratt.

*Submitted by Dave Abbey*

### ***Report from the Saskatoon and District Safety Council***

The Saskatoon and District Safety Council members are all volunteers. We have two divisions: Traffic, which handles motorcycle training and defensive driving courses, and the Home and Community division, which deals with safety in schools, at home, and for all ages. As well, representatives attend the City of Saskatoon Special Traffic Safety Committee meetings and the Bicycle Safety Coalition meetings.

Our 1998 annual meeting featured Darren Boser, community programs co-ordinator of MD Ambulance Association who spoke about child car seat clinics and efforts to get similar services started elsewhere in the province.

At the annual August barbecue safety videos were previewed. One member attended the Western Canada Traffic Conference in October. Our cell phone remains as a good link with the community - the number is 244-1185.

#### **Traffic Division Report:**

**DDC:** A traffic safety talk was given to Widows Support Group on May 17, 1998. One hundred widows attended. A traffic safety presentation was given at the Cosmopolitan Club on May 25. Courses ran in April and December 1998.

**MTC:** In 1998, 134 students were put through. A special course was run on the May 1998 long weekend.

## **Home and Community Division Report:**

- Halloween and Christmas safety tips were sent to the media.
- Working on distributing safety colouring books and some pamphlets to inner city preschools.
- Two members attended the Injury Prevention Symposium in February.
- Twenty copies of Fire Smart videos were sold.
- Busy doing talks to seniors groups on prevention of falls.
- Involved with Saskatoon District Health public health inspectors in a project designed to train school personnel to do playground equipment inspections.

## ***Report from the Weyburn and Area Safety Council***

Our local council of eight active committee members have done a great job in the past year promoting, by education and public awareness, safety issues of the day. The following is a summary of the activities the council has promoted or participated in over the year:

- **Fundraiser.** The annual magic and variety show was held on January 16, 1998 and generated \$1200.
- **Snowmobile Safety Course.** On the January 10, 1998 weekend, the Southeast Regional College put on this course to 27 participants ages 11 to 55 years.
- **Heroes.** On January 28 three shows were put on at the Weyburn Comprehensive School to 1,100 students.
- **Early Safety Training Program.** The Weyburn Safety Council donated \$1000 to this program. This program reimburses eligible students \$100 after completing four of the following courses: WHMIS, CPR/First Aid, H<sup>2</sup>S Alive, Defensive Driving (Weyburn), TDG, Farm Safety or Ready to Work. This program is offered through the Southeast Regional College/Energy Training Institute and offered through local high schools. Four of our Weyburn and Area Safety Council members sit on the Early Safety Training Steering Committee. The committee would like to expand on the safety courses presently being offered to include courses beneficial to the agriculture, fast food and tourism industries.

- **Weyburn Rotary Club** donated \$330 towards assisting youth of Weyburn to attend the Early Safety Training Course on Defensive Driving during the Easter break. The Rotary Club has been supporting this program now for three years.
- **Safe Kids Canada Week** (June 1-7, 1998). The council participated in this national program by getting all local schools involved by having them do the "Great Canadian Home Safety Challenge". All students that participated received a certificate after handing in the home safety checklist.
- **School Bicycle Rodeo.** The council continued to support our local school bicycle rodeo, which is run by the Weyburn Police Service during the first week in May.
- **Safety of Playground Equipment.** South Central Health District hired a summer student to inspect all playground equipment within its jurisdiction for compliance to the new CSA standards. The majority of the older playground equipment was found to be in violation. The report was provided to school boards, villages, towns, cities and regional parks.
- **KISS (Kids In Safety Seats).** This year the clinic was held on August 29 and 63 car seats were checked. The seats were checked by members of Weyburn and Area Rescue, Weyburn Safety Council, South Central Health District, and the Saskatchewan Safety Council. Four T-shirts donated by the Saskatchewan Safety Council were handed out to children who were in child restraint systems that met all the standards. Other donations included a car seat donated by Grand and Toy and three bike helmets donated by Canadian Tire, East Way Auto Body and Weyburn Safety Council.

The local council is presently looking at purchasing a portable tent (that sets up in 60 seconds), 10' x 15' in size, complete with sides. The tent would be used for clinics like KISS (Kids In Safety Seats), school bicycle rodeos, farm safety week, and as a first aid station at sporting events. The tent would also be available to community organizations that put on community events. This should help to promote our local council in the community.

*Submitted by Ed Engele,  
Chairman, Weyburn and Area Safety Council*

Saskatchewan Safety Council

***Financial Statements***  
***Year Ended December 31, 1998***

Office of the Provincial Auditor  
Regina, Saskatchewan

## **Management Responsibility for Financial Reporting**

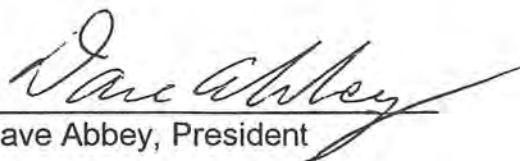
To the members of the Saskatchewan Safety Council:

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.



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Dave Abbey, President



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Harley P. Toupin, Executive Director



**Provincial Auditor Saskatchewan**

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Internet e-mail: info@auditor.sk.ca

SASKATCHEWAN

**AUDITOR'S REPORT**

To the Members of the Saskatchewan Safety Council

I have examined the Statement of Financial Position of the Saskatchewan Safety Council as at December 31, 1998 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 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, 1998 and the results of its operations and its cash flow for the year then ended in accordance with generally accepted accounting principles.

Regina, Saskatchewan  
March 1, 1999

Wayne Strelieff, CA  
Provincial Auditor

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

	<u>1998</u>	<u>1997</u> (Note 12)
<b>ASSETS</b>		
Current assets		
Cash and Short Term Investments	\$ 313,076	\$ 308,487
Accounts receivable	61,045	76,646
Inventories	27,654	24,312
Prepaid expenses	<u>6,319</u>	<u>8,297</u>
	<u>408,094</u>	<u>417,742</u>
Cash, accrued interest, and investments held as appropriated funds (Note 3 & 4)		
Contingency reserve	205,623	204,095
Memorial and other donated funds	<u>21,747</u>	<u>25,909</u>
	<u>227,370</u>	<u>230,004</u>
Capital assets (Note 6)	<u>24,506</u>	<u>28,355</u>
	<u>\$ 659,970</u>	<u>\$ 676,101</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Current liabilities		
Accounts payable	\$ 28,009	\$ 37,934
Unearned revenue	<u>35,709</u>	<u>43,317</u>
	<u>63,718</u>	<u>81,251</u>
Fund balance		
Appropriated (Note 3)	227,370	230,004
Unappropriated (Statement 2, Note 5)	<u>368,882</u>	<u>364,846</u>
	<u>596,252</u>	<u>594,850</u>
	<u>\$ 659,970</u>	<u>\$ 676,101</u>

(see accompanying Notes to the Financial Statement)

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

	Budget 1998 <u>(Note 10)</u>	Operating 1998	Appropriated Funds 1998	Total 1998	Total 1997 <u>(Note 12)</u>
Revenue:					
Safety promotion and research projects (Schedule 1)	\$ 533,445	\$ 516,129	\$ ---	\$ 516,129	\$ 650,087
General operating grants					
Saskatchewan Government Insurance					
Operating	100,000	100,000	---	100,000	100,000
Highways	65,000	---	---	---	22,000
RoadSmart	51,000	58,835	---	58,835	22,765
Highways grant	---	40,000	---	40,000	32,600
Other grant revenue	3,800	1,200	---	1,200	1,200
Membership contributions	38,000	39,707	---	39,707	36,554
Other revenue	13,000	26,147	10,655	36,802	20,386
Donations	<u>10,000</u>	<u>13,971</u>	<u>4,017</u>	<u>17,988</u>	<u>17,466</u>
	814,245	795,989	14,672	810,661	903,058
Expenditure:					
Safety promotion and research projects (Schedule 1)	368,050	390,800	---	390,800	382,716
General operating expenditures (Schedule 2)	<u>441,277</u>	<u>409,324</u>	<u>9,135</u>	<u>418,459</u>	<u>394,734</u>
	809,327	800,124	9,135	809,259	777,450
Excess of revenue over expenditure	4,918	(4,135)	5,537	1,402	125,608
Fund balance, beginning of year		364,846	230,004	594,850	469,242
Transfers					
Contingency reserve (Note 3a)		8,171	(8,171)	---	---
Memorial and other donated funds		<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
Fund balance end of year		<u>\$ 368,882</u>	<u>\$ 227,370</u>	<u>\$ 596,252</u>	<u>\$ 594,850</u>

(see accompanying Notes to the Financial Statement)



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

	<u>1998</u>	<u>1997</u>
		(Note 12)
Cash flows from:		
Operating Activities:		
Excess of revenue over expenditure	\$ 1,402	\$ 125,608
Add (subtract) items not affecting cash:		
Amortization expense	<u>12,003</u>	<u>12,854</u>
	<u>13,405</u>	<u>138,462</u>
Changes in non-cash working capital:		
Decrease (increase) in accounts receivable	15,600	(32,790)
Decrease in prepaid expenses	1,977	97
(Increase) in inventories	(3,341)	(3,967)
(Decrease) increase in accounts payable	(9,924)	1,442
(Decrease) increase in unearned revenue	<u>(7,607)</u>	<u>18,678</u>
	<u>(3,295)</u>	<u>(16,540)</u>
Cash provided by operations	<u>10,110</u>	<u>121,922</u>
Investing Activities:		
Purchase of capital assets and leasehold improvements	(8,154)	(8,451)
Decrease (increase) in cash and investments held as appropriated funds	<u>2,633</u>	<u>(118,142)</u>
	<u>(5,521)</u>	<u>(126,593)</u>
Increase (Decrease) in cash	4,589	(4,671)
Cash, beginning of year	<u>308,487</u>	<u>313,158</u>
Cash, end of year	<u>\$ 313,076</u>	<u>\$ 308,487</u>

(see accompanying Notes to the Financial Statement)

**SASKATCHEWAN SAFETY COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 1998

**1. Incorporation of Saskatchewan Safety Council**

The Saskatchewan Safety Council (the Council) is incorporated pursuant to *The Non-profit Corporations Act*, Chapter N-4.1 of the Statutes of Saskatchewan, 1979. 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 generally accepted accounting principles. Significant accounting policies are summarized as follows:

a) 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 market value, and amortized on a straight-line basis over their useful lives (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.

b) Safety Promotion and Research Projects - Development Costs

The Council follows the policy of charging project development costs to current year's expenditure.

c) Safety Promotion and Research Project Expenditures

Expenditures include only direct charges including amortization charges relating to the projects. With the exception of Seat Belt, Students Against Drinking and Driving, Occupational Safety, Industrial Safety, Backpower and Farm Safety Workshop where grant proceeds are received to fund salary expenditures of these projects, salary and other administrative costs are reflected as general operating expenditures.

d) Unearned Revenue

Unearned revenue represents the cash received for seminars and conferences to be conducted after year-end. It also includes funding received for research projects occurring in the following year.

e) Inventory

The inventory of pamphlets and manuals is valued at the lower of cost or market, determined on a first-in, first-out basis.

f) Investments

Investments are valued at cost.

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 establish a balance of \$200,000. The Council's Reserve Policy requires a minimum of 1% of each month's net income be contributed to the contingency reserve. 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 accident 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:

	<u>Contingency Reserve</u>	<u>Memorial &amp; Other Donated Funds</u>	<u>Total 1998</u>	<u>Total 1997</u> (Note 12)
Appropriated fund balance, beginning of year	\$ 204,095	\$ 25,909	\$ 230,004	\$ 111,862
Transfers from (to) unappropriated fund balance:				
Interest	(8,171)	---	(8,171)	---
Net Income	9,699	956	10,655	7,975
Donations	---	4,017	4,017	237
Expenditures	---	(9,135)	(9,135)	(1,400)
	<u>1,528</u>	<u>(4,162)</u>	<u>(2,634)</u>	<u>118,142</u>
Appropriated fund balance, end of year	<u>\$ 205,623</u>	<u>\$ 21,747</u>	<u>\$ 227,370</u>	<u>\$ 230,004</u>

4. **Cash and Investments**

Investments consist of term deposits, bond coupons and bonds. 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, 1998 is \$273,226 (1997 - \$165,789).

	1998		1997	
	Carrying Value	Effective Rate	Carrying Value	Effective Rate
Investments due within one year	<u>\$ 115,053</u>	8.23%	<u>\$ 55,075</u>	6.30%
Long term investments				
Bonds				
Province of Saskatchewan				
- Series IV, due July 15, 2000	18,200	6.75%	18,200	6.75%
- Series V, due July 15, 2001	33,400	5.5%	33,400	5.5%
- Series VI, due July 15, 2002	61,600	4.0%	53,500	4.0%
Ontario Hydro, due June 7, 2008	17,565	5.13%	---	
Canada				
- CS50 Escalator, due Nov. 1, 2007	1,000	4.0%	1,000	6.0%
- CS51 Escalator, due Nov. 1, 2008	1,000	5.0%	1,000	3.0%
Mutual Funds				
- Manulife Fidelity Canada	10,000		---	
- Ethical Balanced Fund	<u>10,000</u>		<u>---</u>	
Total long term investments	<u>152,765</u>		<u>107,100</u>	
Total investments	267,818		162,175	
Less investments held as unappropriated funds	(48,173)		---	
Add cash and accrued interest held as appropriated funds	<u>7,725</u>		<u>67,829</u>	
Total cash and investments held as appropriated funds	<u>\$ 227,370</u>		<u>\$ 230,004</u>	

## 5. Unappropriated Fund Balance

The unappropriated funds represent the accumulated excess of revenue over expenditure, which have not been designated for specific purposes by resolution of the Board of Directors.

6. **Capital Assets**

	1998		1997	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office & Safety				
Promotion Equipment	\$ 93,727	\$ 71,558	\$ 22,169	\$ 22,356
Film	924	749	175	359
Leasehold Improvements	15,294	13,432	1,862	3,893
Donated Capital Assets	1,700	1,400	300	1,744
	<u>\$ 111,645</u>	<u>\$ 87,139</u>	<u>\$ 24,506</u>	<u>\$ 28,352</u>

Total amortization expense including amounts classified as project expenditures during 1998 was \$12,003 (1997 - \$12,854).

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: cash, accounts 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 cash, accounts receivable, or accounts payable. Due to the short-term nature of the term deposits and bond coupons, 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**

There is no credit risk associated with cash or accounts payable.

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

All 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 the following financial instruments, the carrying amounts approximate fair value due to the immediate or short-term nature of these financial instruments:

Accounts receivable  
Accounts payable

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

**8. Commitments**

The Council is committed to future lease payments of \$17,500 for the remaining year of the six year lease agreement for its office premises.

**9. Related Party Transaction**

In 1998, the Council entered into an agreement for services rendered with a member of the board regarding the development of a safety magazine. The total commitment is \$3,000 and \$1,500 has been accounted for in Prepaid Expenses.

**10. Budget**

The budget was approved by the Council's Board of Directors.

**11. Uncertainty due to the Year 2000 Issue**

The Year 2000 Issue arises because many computerized systems use two digits rather than four to identify a year. Date-sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using year 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. The effects of the Year 2000 Issue may be experienced before, on, or after January 1, 2000. If not addressed, the impact on operations and financial reporting may range from minor errors to significant systems failure which could affect the Council's ability to conduct normal business operations. It is not possible to be certain that all aspects of the Year 2000 Issue affecting the Council, including those related to the efforts of customers, suppliers, or other third parties, will be fully resolved.

**12. Comparative Figures**

Certain prior year's figures have been reclassified to conform with the current year's presentation.

**SASKATCHEWAN SAFETY COUNCIL**  
**SAFETY PROMOTION AND RESEARCH PROJECTS**  
**SCHEDULE OF REVENUE AND EXPENDITURE BY PROJECT**  
**Year Ended December 31**

	Budget 1998			Actual 1998			Actual 1997	
	(Note 10)		Net	Revenue	Expenditure	Net	Net	
	Revenue	Expenditure	Revenue (Loss)			Revenue (Loss)	Revenue (Loss)	
Accident Investigation	\$ 2,000	\$ 900	\$ 1,100	\$ —	\$ 767	\$ (767)	\$ 2,824	
Back Power	1,800	800	1,000	810	868	(58)	1,807	
Bingo/Nevada	—	—	—	6,882	585	6,297	13,194	
Brighter Futures	35,000	21,500	13,500	500	—	500	9,254	
Buckle-Up Baby	—	2,000	(2,000)	—	1,283	(1,283)	(2,218)	
Defensive Driving Program	34,400	22,900	11,500	48,179	33,285	14,894	18,216	
Farm Safety Program	67,000	42,650	24,350	20,608	15,778	4,830	29,650	
Fire Control School Program	18,000	9,000	9,000	16,344	10,519	5,825	10,157	
First Aid Program	10,000	8,000	2,000	1,831	2,001	(170)	2,485	
Fork Lift Program	24,000	8,000	16,000	28,507	7,493	21,014	26,845	
Home Babysitting Course	14,200	9,210	4,990	19,603	9,156	10,447	12,169	
Industrial Safety Seminar	97,600	59,150	38,450	142,603	84,623	57,980	55,139	
Motorcycle Course	12,700	8,700	4,000	19,779	14,535	5,244	4,958	
Occupation Program	—	3,600	(3,600)	6,996	6,313	683	12,186	
Operation Lifesaver	6,500	6,500	—	7,634	1,352	6,282	6,416	
Professional Driver's Instructor Course	7,700	3,620	4,080	11,677	8,085	3,592	5,254	
Road Smart Program	—	24,000	(24,000)	—	38,201	(38,201)	(22,765)	
SADD Program	—	—	—	—	6,087	(6,087)	8,184	
Safety City	—	—	—	—	4,277	(4,277)	(5,066)	
School Bus Project	7,770	4,080	3,690	7,178	4,723	2,455	3,427	
Seat Belt Campaign	—	—	—	—	421	(421)	320	
Senior's Program	4,300	2,410	1,890	—	1,239	(1,239)	(1,659)	
Snowmobile	30,500	23,380	7,120	40,189	47,714	(7,525)	10,292	
Survival Program	13,300	9,600	3,700	5,178	2,264	2,914	2,860	
Traffic Safety Program	90,000	63,350	26,650	83,022	66,034	16,988	22,989	
Workplace Hazardous Materials Information Systems	7,000	2,000	5,000	20,249	8,116	12,133	12,436	
Workzone Course	25,000	11,000	14,000	26,079	11,047	15,032	24,976	
Other	24,675	21,700	2,975	2,281	4,034	(1,753)	3,041	
	<u>\$ 533,445</u>	<u>\$ 368,050</u>	<u>\$ 165,395</u>	<u>\$ 516,129</u>	<u>\$ 390,800</u>	<u>\$ 125,329</u>	<u>\$ 267,371</u>	

**SASKATCHEWAN SAFETY COUNCIL**  
**SCHEDULE OF GENERAL OPERATING EXPENDITURES**  
Year Ended December 31

	Budget <u>1998</u>	Actual <u>1998</u>	Actual <u>1997</u>
	(Note 10)		(Note 12)
Salaries	\$ 343,340	\$ 317,670	\$ 295,825
Rent	28,922	30,703	28,559
Office and equipment maintenance	16,385	12,175	12,251
Council van	---	1,580	1,006
Office supplies	9,760	3,802	3,771
Insurance premiums	5,500	5,012	4,726
Postage and express	7,060	4,446	3,888
Other	3,280	10,106	7,808
Memberships	6,700	1,770	10,087
Fundraiser	1,600	3,562	3,336
Amortization expense	---	3,343	3,035
Utilities	4,220	2,231	2,434
Travel	1,500	1,540	1,540
Conference and meetings	3,750	4,156	5,793
Memorial trust expenses	3,000	9,135	1,400
Advertising and publicity	4,700	5,951	8,160
Equipment purchases	<u>1,560</u>	<u>1,277</u>	<u>1,115</u>
<b>Total general operating expenditures</b>	<u>\$ 441,277</u>	<u>\$ 418,459</u>	<u>\$ 394,734</u>