

# Theatre Alberta

October 8, 2014



# Agenda for Meeting

- 10 Minutes: Introductions & Background
- 5 Minutes: Participant expectations & specific Questions to address (Put on board)
- 15 Minutes: Obligations and options for coverage in the theatre industry, based on type of employer and type of worker (presentation WCB)
- 15 Minutes – administration, application and annual paperwork
- 15 Minutes – general questions, other issues

# Topics of Discussion

- **Industry Description**
- **Compulsory**
- **Not for profit**
- **Who is a worker**
- **Volunteers**
- **Process to open account**
- **Ad hocs**

# Industry Description

- Industry 85918
- Compulsory industry
- Rate \$.62/\$100 payroll
- Live theatres/ballet
- Covers the front of stage and behind stage activities in presenting live art and cultural theatrical productions of plays, concerts, operas, ballets, recitals, etc.

# Operations Description

- Includes organizations responsible for any aspect of scheduling, rehearsal, production, direction, choreography, costumes, set design, stage props, etc., of community, amateur and professional art and cultural presentations.
- Presentations most often include plays, but also references recitals, operas, ballet, etc.

# Additional Considerations

- Within this industry are entities and organizations that may operate a facility for staging their own productions, that simply rent facilities exclusively for the staging of live art and cultural productions, and those that are only involved in producing and presenting the theatrical productions.

# Who is Covered?

Workers can include:

- Actors, entertainers, performers and individuals responsible for artistic direction, costume designs, props, choreography, marketing and administration.
- Individuals responsible for sound and lighting may be involved as well, but most often on amateur presentations.

# Paid Workers

- Full time
- Part time
- Temporary or casual
- Piece work
- Contract or sub contract without their own account
- Unpaid worker (for profit organizations)



# For Profit Organizations

- If the group is for profit then any individuals providing a service to the theatre group, whether paid or unpaid, are considered workers – the theatre group is required to open a WCB account to cover workers
- Unpaid workers are assessed with a value of service.

# Not For Profit Organizations

- Only has volunteers (individuals providing a service who are not paid) then coverage is optional – the theatre group is not required to open an account
- Has only paid workers then coverage is compulsory – the theatre group is required to open an account
- Has both volunteers and paid workers – the theatre group is required to open an account to cover workers with the option to cover volunteers.

# Volunteers

- January 1, 2014 policy changes come into effect to more clearly distinguish between unpaid workers and volunteers.
- For not-for-profit theatre companies, any individuals providing services without pay are considered to be volunteers and are not covered by WCB for injuries arising from volunteer services. Injured volunteers are not entitled to receive WCB benefits and theatre companies do not have lawsuit protection under the ACT.

# Optional WCB coverage for Volunteers

- Not-for-profit theatre companies can submit a written application to WCB to cover volunteers.
- Once approved, all volunteers are covered for work related injuries and theatre companies are protected from lawsuits related to the worker's injury under the ACT.
- Companies cannot select to cover select volunteers and not others.

# Not-For-Profit - Only Volunteers

- Option of opening an account
- Send a request for a voluntary application to the employer general email at :

[Employers.account.services@wcb.ab.ca](mailto:Employers.account.services@wcb.ab.ca)

- This will get your request assigned to a representative who will contact you to set up an account

# How do You open an Account?

- **Easiest way is to go on line at [www.wcb.ab.ca](http://www.wcb.ab.ca)**
- **Employer tab**
- **Public online services for employers**
- **Open a WCB account**
  
- **Let's look at the information that you require to open an account**

# Section 1 – Company Information

- Company Identification – legal name & trade name (if any)
- Type of Business – what are you – can mark other – registered society
- Other information – website, business number CRA, Have had account before, did you purchase business

# Section 2 – Address information

- Billing address ( need a street address)
- If actual operations different from billing need location of operations



# Section 3 – Contact information

- Applicant – name, position, work phone number, email address
- Payroll Contact – (if different from applicant ) name, phone number , email address

# Section 4 – Company Business

- Business registration
- Do you hire workers/subcontractors – if yes then need approx number of workers, start date and estimate earnings excluding owners/directors
- Seasonal – if yes – months operate to and from
- Independent owner/operator - no

# Section 4 – con't

- Do you own and/or lease equipment or assets – if yes need make, year & serial number as well as who owner is
- Do you perform work outside of Alberta – if yes then need to indicate where
- Bank info – personal or business and bank name and location

# Section 5 – Company Operations

- Description of operations – what is it that you are doing
- Contractors – are you using any contractors and if so who are they
- Competitors – name a couple (this insures you are in the correct industry)

# Section 6 – Personal Coverage

- Coverage for owners or directors of the society or company (as per corporate registry)(brings under act and protection from lawsuit)
- Need first name, last name, middle initial, birth date, sin # optional, amount of coverage (minimum this year is \$22,000)

# Section 7 – Payment Options

- Initial payment of \$200 needs to be paid before clearances can be issued (says your account is paid up and in good standing)
- Option of pre-authorized payments –
- Debit – need to provide info off cheque
- Or Credit card – prompted for info
- Or decline pre-authorization

# Section 7 - continued

- Declaration of Accuracy

Need to mark off Yes after reading then submit

You will be contacted within 3 to 5 days of submitting to review and set up account.

# Do you need an account ?

- If you are for profit and employing workers or have unpaid workers you need an account.
- If not-for-profit and only have volunteers do not need an account (optional)
- If not-for-profit and have paid workers need an account for the workers
- If not-for-profit with paid workers and volunteers need an account for workers and can choose to take out optional coverage for the volunteers.



# Responsibilities once Have an Account

- Insure you cover all paid workers
- Provide actual payroll information by end of February of the following year and your best estimate for new year
- Insure estimated payroll is within 50 % of the actual before end of December
- If covering volunteers, track the time and when they are there (sign in sheet)

# Our Commitment

- We will look at each account individually when an application is submitted
- We will follow the decision tree (see next slide) for all accounts
- You have a contact name and number of the account manager working with your industry as well as myself to answer any further questions.

# Decision Tree – Account or Not

- If the company has **any paid workers – you must open an account** (regardless of profit/non-profit) Must cover workers, option to cover volunteers.
- If **for-profit company**, all volunteers and unpaid workers are **considered workers** – account is required. A value of service is estimated to cover workers wages.
- If **not-for-profit company**, all volunteers and unpaid workers are **considered volunteers** – account is optional.



**Questions?**



# Contact

Teri Spohr

Account Manager

403-517-6181

[teri.spohr@wcb.ab.ca](mailto:teri.spohr@wcb.ab.ca)

Website address:

[www.wcb.ab.ca](http://www.wcb.ab.ca)

# Contact for Industry

In Calgary, we have one account manager that will be dealing with your industry for all related questions:

Tyler Lonsdale  
Account Manager  
403-205-8043

[tyler.lonsdale@wcb.ab.ca](mailto:tyler.lonsdale@wcb.ab.ca)