

AMHSA

Alberta Municipal Health and Safety Association



Annual Report 2012

Preventing workplace injury & illness since 1990

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Assistant Deputy Minister Dan Kennedy, Executive Director Jim Moroney and Dieter Brunsch, Vice President, Customer Service and Risk Management, WCB-Alberta. 2012 PIR Luncheon.



*Back row: Kim Woolgar, Jody Sallans, George Beally, Darren Aldous, Dennis Henderson, Mircea Fagarasanu
Middle row: Tracey Pelly, Partnerships; Sharon Young; Lisa Russell, AMHSA; Rhona deVos, Tim Fox
Front row: Teri Spohr, WCB; Neil Riley, Chair; Jim Moroney, Executive Director; Lorne Jacobsen. AMHSA Board of Director's Meeting, December 2012. Photo courtesy of Kim Woolgar.*

MESSAGE FROM THE CHAIR

The role of the AMHSA Board and Staff is to respond to the health and safety needs of Alberta's municipal sector and associate members. 2012 was a productive year for AMHSA. A summary of some of our key activities are noted as follows:

Thank you to departing Board Members for your contribution. In 2012, 3 Members of the Board stepped down. They are:

- Kathy Strong-Duffin - City of Calgary,
- Dennis Henderson - CUPE Local 30, and
- Scott Chant - AWWOA.

Thank you to each one of you for your contribution and assistance in helping AMHSA achieve their goals in 2012.

Sound Financial Position:

AMHSA is in a sound financial position. The Board accepted the 2011 Audit report prepared by Colin Presizniuk and Associates. To assist the Association in continuing with financial sustainability, the Board decided that the WCB levy would be the same in 2013 for Cities, Towns, Villages, and Counties. This resulted in the 2013 levy rate of 3.75 cents/\$100 payroll. This is the lowest levy rate in the Province amongst all funded safety associations. WCB continues to be major funding contributor to AMHSA through an annual levy. This funding is key to the operation of AMHSA.

Training participation:

Educational programs and training continue to be a major focus for AMHSA. In 2012 a total of 11,498 participants took part in AMHSA safety related programs. This is an increase of 34% compared to the 8566 participants in 2011. AMHSA subscribes to the "Peer Audit" Program and in 2012 there were a total of 113 participants that either became certified Auditors or recertified their Auditor qualification.

The impact of the AMHSA training programs assisted the municipal sector in earning back some \$2.8 million as part of achieving or maintaining their Certificate of Recognition for their respective safety initiatives and management systems.

Continue to Operate with a North Office (Sherwood Park) and a South Office (Calgary):

In 2012 the South Office in Calgary celebrated their two year anniversary on September 27/12. This has been a real asset to southern members. The AMSHA Board also continued with their commitment to a North Office when they approved a 10 year lease agreement extension for our location in Sherwood Park in 2011. This lease will be until June 2021.

Certifying Partner:

AMHSA continues with the important role of being a "Certifying Partner" in the Partners in Injury Reduction (PIR) Program. This program is an important benchmark for measuring safety management system standards.

AMHSA Business Plan:

The AMHSA business plan can be obtained at our website at <http://www.amhsa.net/downloads/documentloader.ashx?id=3043>

Farewell:

The end of 2012 resulted in my term as a Board Member expiring. I take this opportunity to thank all the Board Members and Staff that I have had the pleasure of working with as the Board Chair of AMHSA. It has truly been a real pleasure and honour of servicing on the Board to help in promoting a safe work environment. Additionally, I thank the City of Spruce Grove, my employer, for all the support provided to me while I served on this important Board. I encourage the Board and Staff to continue with their hard work and dedication towards a better and safe work environment and of course, their continued success.

Neil Riley

ABOUT AMHSA

The Alberta Municipal Health and Safety Association (AMHSA) is a not-for-profit organization dedicated to helping reduce the human and financial costs resulting from workplace illness, injuries, and property damage.

VISION

Leader in providing effective health and safety management systems to the municipal sector.

MISSION

- Providing education and consultation services
- Promoting health and safety management
- Preventing workplace injury and illness

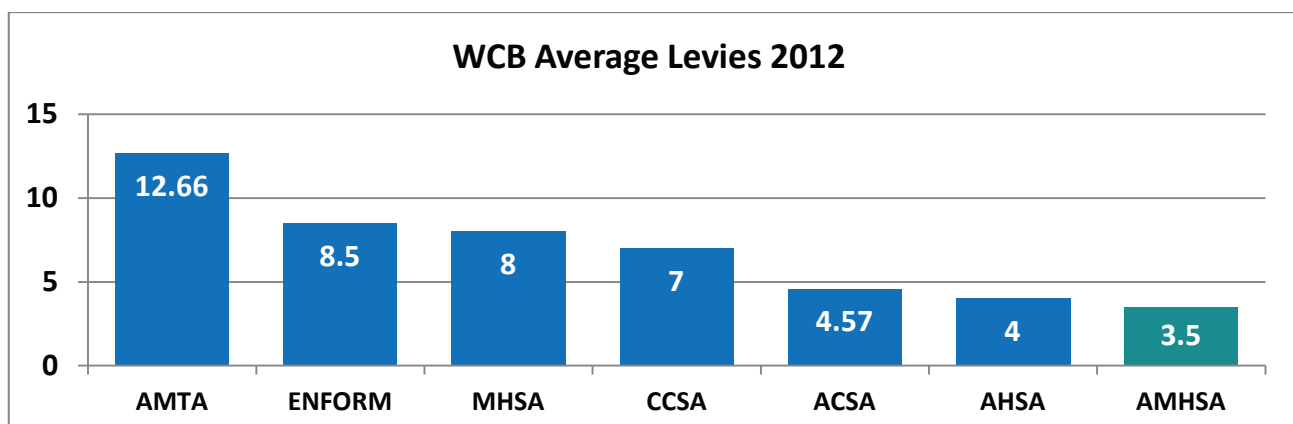
GOALS

1. Provide Alberta municipalities and associate members with cost-effective training and education services in the prevention of occupational injuries and disease.
2. Promote effective health and safety management by Alberta municipalities, associate members and others.
3. Monitor and disseminate information on government occupational health and safety legislation and policies which impact Alberta municipalities and associate members.
4. Act as Certifying Partner for Alberta's municipal sector in the PIR/Partnerships in Injury Reduction program in cooperation with Workers' Compensation Board and Workplace Health and Safety – Partnerships.

Our activities focus on the prevention of occupational injuries and disease in the municipal workforce. We help our members establish health and safety management systems to control losses, reduce costs, and meet their legal responsibilities.

Our members include approximately 354 cities, towns, villages, municipal districts, counties, and specialized municipalities. Non-municipal employers may join AMHSA as associate members for an annual fee. In 2012, there were approximately 14 associate member organizations, including several school divisions, gas co-ops, water treatment facilities, a financial institution, and a recreational facility.

Funding is provided to AMHSA per the Workers' Compensation Act, in support of approved annual business plans.



EXECUTIVE DIRECTOR'S REPORT



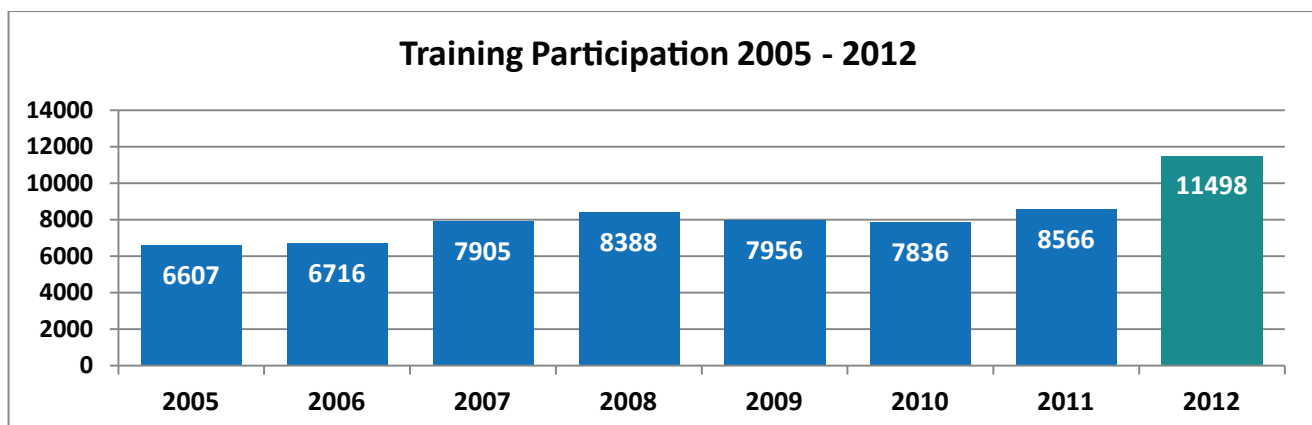
*Jim Moroney -
Executive Director*

I would like to thank our Board Members who have demonstrated their commitment to our mission and the achievement of our goals, and a special acknowledgment for Neil Riley's leadership as Chairperson during a very challenging year. A special thank you to the Cities of Edmonton and Calgary for their continued support of AMHSA.

Our Board of Directors met in April, June, September, and December 2012 and we held a 2012 Annual General Meeting and 2013 Planning Meeting. There were 50 core/fundamental and targeted/strategic objectives developed for our four goals (cost-effective training services, health and safety management promotion, monitoring/disseminating government legislation/policies, acting as a certifying partner for the municipal sector). The growth of AMHSA's training programs was nothing short of spectacular. In 2011 we experienced a 10% increase in training, this year we saw an increase of over 34% from the previous year, setting a new training record by far. During the same period we experienced a 25% turnover in staff.

Notable Facts

- Over \$4.4 million was awarded to 107 municipalities as a result of their participation in the COR program which amounts to over \$13 million in the last 4 years.
- Municipalities pay the lowest levies of any funded safety association.
- Record number of COR-holders, with an increase from 92 to 107.
- Record number of training participants (11,498) in 2012 representing an astounding 34% increase.



STRUCTURE – BOARD AND STAFF

OFFICERS

- Neil Riley, Worker Representative (City of Spruce Grove) - Chair
- Darren Aldous, Alberta Urban Municipalities Association - Vice-Chair
- Dennis Henderson, Canadian Union of Public Employees Local 30 (City of Edmonton) - Secretary/Treasurer

DIRECTORS

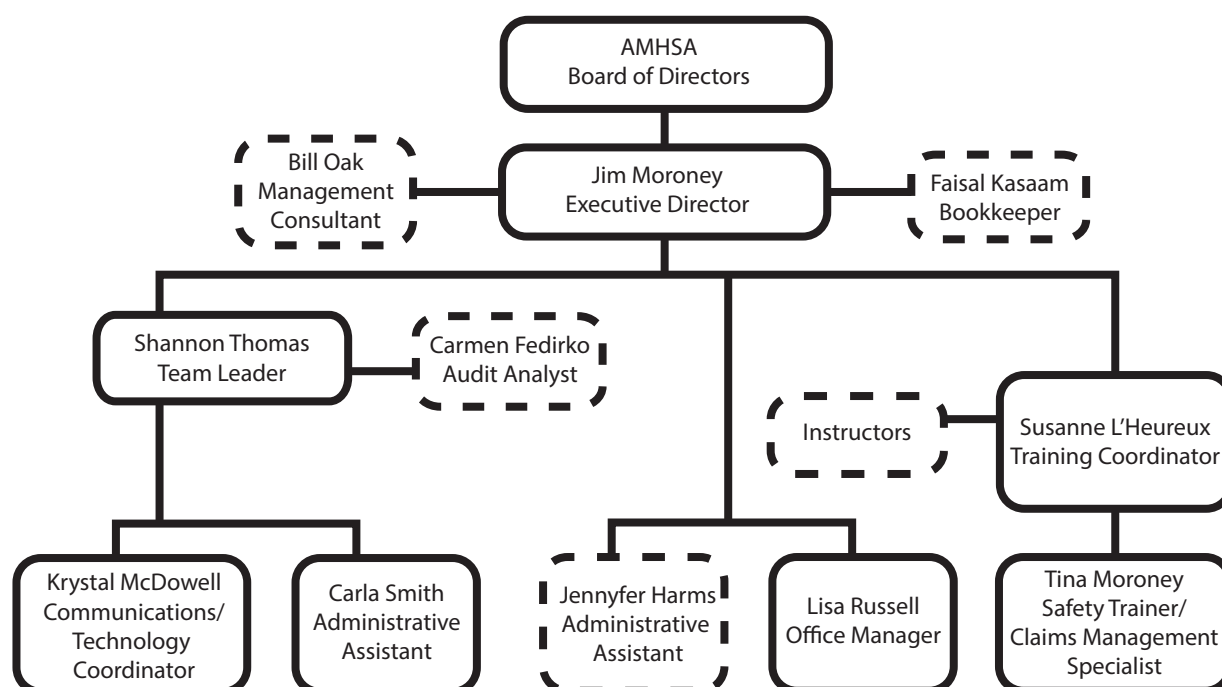
- Scott Chant, Alberta Waste Water Operators Association (Town of Olds)
- Joe Duplessis, Alberta Municipal Supervisors Association (Lac Ste. Anne County)
- Brad Mason, Local Government Administration Association (Town of Nanton)
- Carolyn Kolebaba, Alberta Association of Municipal Districts & Counties (Northern Sunrise County)
- Jody Sallans, Canadian Union of Public Employees Local 37 (City of Calgary)
- David Doyle, City of Edmonton (until September)
- Dr. Mircea Fagarasanu, City of Edmonton (since September)
- Kathy Strong-Duffin, City of Calgary (until September)
- Sharon Young, City of Calgary (since September)
- Kim Woolgar, Civil Service Union 52 (Edmonton Police Service)
- Tim Fox, Alberta Rural Municipal Administrators Association
- Rhonda deVos, Other City (Leduc)
- George Beally, Canadian Union of Public Employees Local 38 (City of Calgary)

STAFF

- Jim Moroney, Executive Director
- Shannon Thomas, Team Leader
- Susanne L'Heureux, Training Coordinator
- Krystal McDowell, Communications/Technology Coordinator
- Lindsay Milne, Office Administrator (partial year)
- Yvonne Beattie, Auditor Mentor/Analyst (partial year)
- Tina Moroney, Safety Trainer/Claims Management Specialist
- Lisa Russell, Office Manager – South
- Carla Smith, Administrative Assistant – North (since November)

CONTRACTORS

- Jennyfer Harms, Administrative Assistant
- Bill Oak, Management Consultant
- Irene Trites, Bookkeeper
- Faisal Kasaam, Bookkeeper
- Carmen Fedirko, Audit Analyst
- Instructors



REPORT ON 2012 GOALS AND OBJECTIVES

The 2012 Objectives are divided into Core/Fundamental and Targeted/Strategic sections under each of four goals.

Goal #1: Provide cost-effective training and education services in the prevention of occupational injuries and disease.

CORE/FUNDAMENTAL OBJECTIVES:

1. COURSE OFFERINGS

1.1 Develop customized training programs and support offerings (supply course materials, certificates, etc.).

Progress: Development of Safety for Recreation Facilities Personnel began in 2012 in partnership with the Recreation Facilities Personnel Association. Work was also begun on an Accident/Incident Investigation course for the City of Calgary. The City of Lethbridge, City of Edmonton, and Edmonton Police Services continued to utilize customized training programs (Leadership for Safety Excellence). **Customized courses were offered over 45 times with over 525 participants.**

1.2 Deliver on-site training courses as requested.

Progress: Over 540 on-site courses with more than 5,635 participants were held in 2012, compared with 384 on-site courses with 3,282 participants in the previous year.

Over 80 different municipalities and 13 associate members hosted AMHSA training programs on-site this year.

1.3 Deliver scheduled courses twice/year: Health and Safety Management Systems, Audit, Auditor Recertification, SECOR, and Leadership for Safety Excellence.

Progress: 34 courses were scheduled by AMHSA with 375 participants. This compares with under 25 AMHSA-hosted courses last year.

1.4 Provide non-members with access to existing AMHSA training programs.

Progress: Two prices for training registration were offered - one for members (including organizations that join as Associate members) and one for non-members.

1.5 Strive to keep the number of cancelled courses below 3%.

Progress: 3.8% of courses were cancelled in 2012 (22 courses). This increase was largely due to several large municipalities changing their internal booking procedures. It is anticipated that this objective will be met again next year.

1.6 Promote AMHSA's certificate programs and offer specific courses that will help ensure the completion of these certificate programs.

Progress: The Association's training certifications were promoted in the February 2012 Municipal Safety News, which is distributed to 465 individuals by mail and another 692 by email. Requirements are also detailed on the website and management reminded members of the certification opportunities at regional safety council meetings. Required courses for certificates were offered in the northern and southern parts of the province, including Leadership for Safety Excellence, MSI Prevention (Office Environment and Physically Demanding modules), Health and Safety Management Systems, Audit and Audit Refresher. Twice as many respondents in the 2012 Membership Survey indicated that they knew about the certificates than those that did not.

1.7 Continue to offer health and safety courses, defensive driving courses, and equipment operator courses that range from ½ day to 2 days.

Progress: AMHSA offered a range of courses on various topics, from ½ day in length to 2 days. Details including course descriptions and upcoming offerings are available on the website.

In addition, **AMHSA certified trainers conducted on-site training to almost 4,000 WHMIS participants and over 900 Flag Person participants.**

TARGETED OBJECTIVES:

1.8 Develop a municipal WCB claims management course.

Progress: A staff member attended the new Return to Work seminar offered by WCB in August. AMHSA is investigating the possibility of having the WCB offer a customized Return to Work seminar for the municipal sector on our behalf.

1.9 Explore other formats for course delivery.

Progress: The Association was in contact with numerous online learning management providers regarding online course delivery options and pricing. Pilot courses are in the planning stages for implementation in 2013 using special project funds for implementation

"Love the courses you offer and the extra materials (such as DVDs and newsletters) you provide to help make toolbox meetings easier to plan"

"It has pushed our H&S program forward"

-- 2012 Membership Survey

CORE/FUNDAMENTAL OBJECTIVES:

2. COURSE MATERIALS

2.1 Revise and update existing training programs including print materials, videos, and exams.

Progress: A new participant's manual template was developed and conversion to the new format almost completed in 2012. It is anticipated that the conversion will be complete and the new materials printed for use in the spring 2013 training programs. Priorities have been set for complete review and revisions to several courses, including utilization of content specialists and proof-readers.

2.2 Use professional printing services for course materials, and upgrade course materials for the more highly requested programs.

Progress: AMHSA has utilized Ion, Capital Colour, and Riley's for printing this year. We have received positive feedback through the membership survey and training evaluations about the consistent visual identity and quality of the Association's print materials.

2.3 Review videos that are used in AMHSA courses to ensure quality, relevancy, and applicability.

Progress: All videos used in courses have been reviewed. In addition, the southern office recently began incorporating several City of Edmonton videos into the Health and Safety Management Systems, Hazard Identification, and Confined Space Entry courses on a pilot basis. AMHSA's new videos – Municipal Auditing 101, Municipal Joint Health and Safety Committees, and Conducting Effective Audit Interviews – have been incorporated into current courses.

CORE/FUNDAMENTAL OBJECTIVES:

3. TRAINERS

3.1 Ensure qualified, quality contract trainers are utilized, including those certified through Alberta Safety Council (Defensive Driving and ATV Rider Safety) and Ives (heavy equipment operator courses).

Progress: The Association continues to use experienced, currently certified instructors.

3.2 Keep instructors up-to-date regarding AMHSA policies (e.g., billing, insurance, expectations) and current course materials.

Progress: The annual meetings for the northern and southern instructors took place in the early fall of 2012. These meetings were attended by Association management, in-house instructors, and all contract instructors. In addition, several instructors attended a 2-day Basic Instructional Training course in Calgary in 2012. Another offering has been scheduled for the spring of 2013 in Sherwood Park.

3.3 Conduct in-class evaluations of contract trainers by participants and Association staff and communicate results.

Progress: Evaluations are conducted on all trainers by participants and Association staff in attendance. Any issues raised are addressed in a timely manner with the instructor in question.

CORE/FUNDAMENTAL OBJECTIVES:

4. TECHNOLOGY

4.1 Maintain and improve the online data management system which tracks training programs, members, customers, requests, attendance, instructors, audits, and auditors.

Progress: The Association has continued to work with Rocketfuel (formerly Redengine Inc.) on the current data management application and have implemented several helpful changes this year to increase staff efficiency and add new services for members.

4.2 Explore ways to use new data management systems to better communicate with instructors regarding their upcoming training schedule, updated roster sheets, etc.

Progress: AMHSA has contacted several IT companies in 2012 about data management solutions to address our needs in the coming years, which will include instructor access and services.

4.3 Maintain and expand online services (e.g., website, SafetyNet).

Progress: Additional documents and links were added to the SafetyNet online library, links were checked bi-weekly, course descriptions and calendars updated, events and news items posted, FAQs and PIR information was updated and Association documents were made available online. The Job Board utilization increased in 2012, with more postings being submitted than in past years.

Job Board

AMHSA welcomes the submission of job postings related to municipal health and safety.

To submit, click [here](#) or email Krystal McDowell.

Click [here](#) to view a list of Municipal and Association Job Boards

Current postings:

Start Date	Position	Organization	Close Date
March 03, 2013	Chief Inspector/Administrator, Electrical	Alberta Municipal Affairs	April 04, 2013
March 18, 2013	Flagpersons	Parkland County	April 05, 2013
February 14, 2012	Plumbing/Gas Safety Codes Officer II	City of Edmonton	
March 18, 2013	Safety Codes Technician	Rocky View County	April 07, 2013

Positive feedback continues to be received on the amount of information available online, the design of the site, and the user friendliness of the site navigation.

"Always available to answer questions, provide feedback and are timely in sending out resources when requested. Also respond quickly to email requests and are very friendly!"

-- 2012 Membership Survey

CORE/FUNDAMENTAL OBJECTIVES:

5. COMMUNICATION

5.1 Promote the Association's services and resources through the catalogue, brochure, website, trade fairs, newsletters, ads, and safety council meetings.

Progress: AMHSA provided updates at its Board of Directors meetings, the Alberta Cities Safety Council meeting and the Northern and Southern Alberta Safety Council meetings. Advertisements were placed in several community newsletters, and staff have participated in trade fairs in Calgary, Edmonton, Red Deer, and Fort McMurray. Descriptions of services and resources have been kept up-to-date on the website and highlighted in monthly newsletters. Survey results show that almost 100% of all newsletter recipients read the newsletter and find the information presented useful.

5.2 Use professional printing for promotional pieces.

Progress: Several print companies have been used in 2012 for promotional pieces. Positive feedback has been received by contractors, Association members, and members of the public about the consistency of the modern visual identity that has been incorporated into all of the Association's promotional pieces (i.e., display panels, catalogue, newsletters, business cards).

5.3 Communicate via the monthly Municipal Safety News, Auditor Updates, Instructor Newsletters, and sending PIR requirements to CAOs.

Progress: Newsletters were published, sent via email and posted online monthly; an Auditor Update was published, distributed and posted in May; and Partnerships in Injury Reduction (PIR) requirements were distributed to municipal CAOs in February and discussed with safety coordinators at member meetings.

In addition, Training Updates were created for the northern and southern portions of the province and sent to email subscribers every two weeks. The northern update began in January and grew to 115 subscribers while the southern update began in April and had almost 50 subscribers by the end of 2012.

"[Newsletter has] nice crisp information with further details by links. That's the way it should be!"

-- 2012 Membership Survey

5.4 Publish an Annual Report and Business Plan, distribute, and make available online.

Progress: The 2011 Annual Report was published, made available on the website, and distributed to the board of directors, the Workers' Compensation Board, Alberta Human Services, and CAOs in early 2012. The 2013 Business Plan was published and distributed after the September Planning Meeting.

6. SMALL EMPLOYERS

6.1 Inform and educate smaller municipalities about health and safety management systems, and the Association's services and resources available to small employers (including the SECOR Tool-Kit).

Progress: Questions and inquiries from smaller employers were addressed and safety coordinators received mentoring by Association staff.

6.2 Maintain the AMHSA Small Employer Certificate of Recognition (SECOR).

Progress: The Association's SECOR was maintained through an internal audit through the Alberta Safety Council. Health and safety continues to be part of every staff meeting held at each AMHSA office, inspections are conducted quarterly, and hazard assessments and controls are reviewed with staff annually. New staff received health and safety orientations and safety training offered for all staff.

6.3 Increase focus on smaller municipalities - promote health and safety training, act as Certifying Partner, and support networking opportunities.

Progress: Management met with Partnerships to request an exemption for volunteers from the staff count and interview requirements for the Small Employer Certificate of Recognition (SECOR). The exemption was granted by Alberta Human Services and has been communicated to the Certifying Partners Group. The small employer resources (tool-kit) and program building course will be reviewed and revised in 2013.

7. MEMBER NETWORKING

7.1 Coordinate and participate in the Northern Alberta Safety Council.

Progress: The NASC Group met in April 2012 in Sedgewick, hosted by Flagstaff County.



NASC 2012

7.2 Coordinate and participate in the Southern Alberta Safety Council.

Progress: The SASC group met in March 2012, hosted by the Town of High River.

7.3 Coordinate and participate in the Alberta Cities Safety Council.

Progress: The Alberta Cities Safety Council met in May 2012, hosted by the Edmonton Waste Management Centre.

7.4 Coordinate member-requested committees (e.g., Contractor Safety).

Progress: Safety council meetings were held in December 2012 in conjunction with the Rural Utilities Safety Association (RUSA) Conference in Red Deer (Cities meeting plus a joint meeting of both regional safety councils).

8. INCREASE OH&S AWARENESS

8.1 Review and update the video lending library.

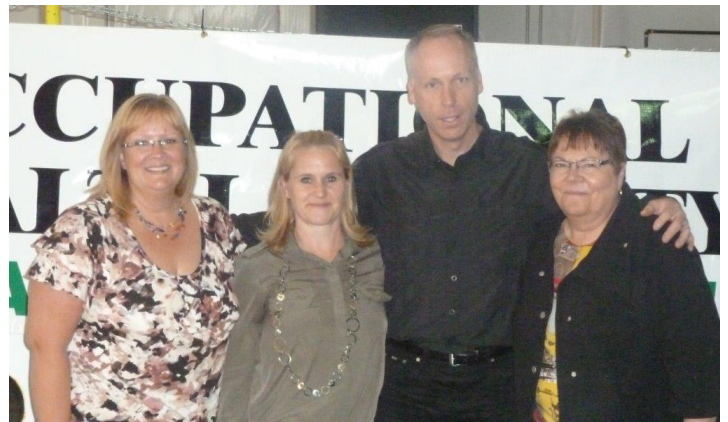
Progress: All videos in the lending library have been reviewed.

8.2 Promote OH&S awareness at three levels: (i) Elected Officials (ii) Administrators and (iii) Public Works Supervisors.

Progress: AMHSA continued to participate in the Alberta Urban Municipalities Association (AUMA) and Alberta Association of Municipal Districts & Counties (AAMD&C) convention trade shows. AMHSA also participated in the Local Government Administrators Association (LGAA) conference and trade show in Red Deer. Both the AUMA and AAMD&C submitted letters in support of the Association's 2013 Business Plan.

8.3 Participate in members' health and safety functions to promote OH&S and the Association.

Progress: The Association participated in several members' annual safety functions in 2012 including the City of Spruce Grove, Town of Stony Plain, Parkland County, the City of Wetaskiwin, Smoky Lake County, Town of Beaumont, the City of Leduc, and Leduc County.



Parkland County Event 2012

8.4 Participate in trade shows and conferences.

Progress: Several trade shows were attended in 2012 including those listed in 8.2 plus the Recreation Facilities Personnel Association (RFPA), North American Occupational Safety and Health (NAOSH), Alberta Rural Municipal Administrators Association (ARMAA), Health and Safety Conference Society of Alberta (HSCSA), AMSC/AUMA, and RUSA Conferences. These took place in Edmonton, Calgary, Red Deer, Fort McMurray and Banff. Members have voiced appreciation for the availability of AMHSA staff at trade shows and conferences

9. IDENTIFY CHAMPIONS

9.1 Identify champions for health and safety within the municipal sector and provide opportunities for them to promote health and safety to their peers.

Progress: Members were given the opportunity to present information on recent innovations and projects at regional safety council meetings. The Board suggested development of a member network of safety coordinator mentors in April, and a volunteer inventory related to experience and areas of expertise was presented to active members in December. Once volunteer recruitment has been completed, the availability of peer mentors will be promoted to the membership. Over 15 municipal safety advisors have volunteered and indicated their areas of expertise. Articles about member news, including NAOSH week and annual safety events hosted by municipalities were published in several monthly newsletters.

9.2 Promote and administer the training awards program.

Progress: AMHSA's awards for training were based on training participation per capita and major training initiatives conducted. Award winners were presented and published in the newsletter.

Goal #3: Monitor and disseminate government occupational health and safety legislation and policies which impact on Alberta municipalities and associate members.

CORE/FUNDAMENTAL OBJECTIVES:

10. PARTNER LIAISON

10.1 Explore opportunities to partner with other health and safety associations and Certifying Partners.

Progress: AMHSA was in contact with the Alberta Construction Safety Association (ACSA) about training materials and training equivalency, the Manufacturers Health and Safety Association (MHSA) about quality assurance, and the British Columbia Municipal Safety Association (BCMSA) in regards to training materials about recreational facilities and pools.

10.2 Liaise with Alberta Human Services and integrate AMHSA's activities with their strategic objectives

Progress: AMHSA invited representatives from Alberta Human Services (formerly Alberta Employment and Immigration) to attend all board of directors and safety council meetings. We continued to strive to ensure all COR policies and procedures, training, and quality assurance meets Partnerships standards.

10.3 Liaise with the Workers' Compensation Board – Alberta

Progress: AMHSA invited representatives from the Workers' Compensation Board to all board and member meetings in 2012. The Association attended the PIR luncheon in Edmonton and Calgary, the WCB's annual general meeting, and sent members and staff to the new Return to Work seminar.

"Our program is well established but new ideas and suggestions often result from training."

-- 2012 Membership Survey

11. COMMUNICATION

11.1 Use “Municipal Safety News” to inform subscribers about new or revised legislation and government policies.

Progress: The monthly AMHSA newsletter has included the following articles related to Alberta Human Services, Work Safe Alberta, legislation, and WCB:

- 2012 Employer Premium Rates
- 2012 Annual Return Passwords
- WorkSIGHT Magazine
- WCB Consultation Update
- OHS Regulation Review Public Consultation
- COR Statistics 2011
- Revised Work Safe Alberta e-Learning Programs
- Changes to the OH&S Code
- 2012 Safety Leader of the Year
- WCB Annual Report
- 2011 Occupational H&S Penalties Double from Previous Year
- Administrative Penalty System Survey

Over 5,500 newsletters were mailed to subscribers in 2012 and almost 8,500 sent by email. Subscriptions to the email newsletter increased from 681/month in 2011 to 716/month in 2012.



11.2 Publish news, events, employment opportunities, and upcoming courses on the AMHSA website.

Progress: The News and Events, Job Board, and Course Calendar were kept up-to-date. Upcoming events, job postings, and professional development opportunities were highlighted in the monthly newsletters and at regional safety council meetings.

11.3 Populate SafetyNet resource library with documents and links.

Progress: Documents submitted by members (e.g., safe work procedures, directives, and policies) were added and can be accessed by topic or through the search function of SafetyNet. Links to Alberta health and safety information, resources, and organizations were added continually.



Alberta Municipal Health and Safety Association

July-04-12

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- [2012 EXTERNAL AUDITS](#)
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CHANGES TO THE OHS CODE

Human Services has revised its process for changing content of the Occupational Health and Safety Code. Updates to the Code will now be made on a five-year cycle. Previously, changes were made every two to three years.

These updates will continue to reflect feedback from workers and employers; industry, labour and health and safety associations; and members of the public, and will allow stakeholders to focus on specific areas of the Code. The target release date of the next version of the Code is 2015.

For more information on the new process, call or email the OHS Contact Centre toll free at 1 866 415-8690 or (780) 415-8690 (Edmonton and area).

2012 SAFETY LEADER OF THE YEAR

Call for nominations – The nationwide search for the most outstanding safety professional is on! Canadian Occupational

Email Newsletter, July 2012

Paper
Newsletter,
July 2012

Goal #4: Act as Certifying Partner for Alberta's municipal sector in the PIR (Partnerships in Injury Reduction) Program in cooperation with the Worker's Compensation Board – Alberta and Alberta Human Services – Partnerships.

CORE/FUNDAMENTAL OBJECTIVES:

12. PARTNERSHIPS IN INJURY REDUCTION PROGRAM

12.1 Promote and support the Partnerships in Injury Reduction (PIR) program. This includes the training and certification of auditors; administration and quality assurance of external and internal PIR audits; and coordination and communication with the Partnerships team.

Progress: 115 auditors were certified or re-certified in 2012 and their audits were reviewed for quality. External COR certification audits were arranged through the peer system and via consultant auditors for all participating municipalities. Quality assurance review was also conducted on all COR maintenance and certification audits. Communication with the Partnerships team was conducted about the CORRS database, limited scope and regular audit process issues, and to request deadline extensions.

12.2 Ensure quality assurance systems meet all Partnerships standards and comply with any reasonable recommendations from the Partnerships Quality Assurance Team's audits.

Progress: AMHSA's COR Policies and Procedures manual was updated and complies with recommendations from the PIR audit. The QA Team will be conducting another audit of the quality assurance process and audits in 2013 and AMHSA will develop and comply with the Action Plan resulting from that audit

12.3 Explore opportunities to revise the Audit Tool, establish an Auditor Mentoring program, and address PIR/COR process issues for regular employers.

Progress: The Audit Tool was updated in 2012 with several scoring clarification guidelines. A volunteer inventory was distributed to active safety advisors, several of whom responded that they were willing to act as auditor mentors. All PIR/COR process issues and questions were addressed by staff.

12.4 Contribute to the development, periodic review and maintenance of the PIR Standards.

Progress: AMHSA participated in the Certifying Partner committee, the PIR Standards sub-committee, and the newly-formed audit tool content sub-committee.

12.5 Support members and associate members working towards attaining their COR.

Progress: The number of COR-holders through the Association increased in 2012. Staff helped guide new and returning COR-holders through the attainment process, which includes assisting with program building, making recommendations for training, and providing mentoring services. Over 4.4 million was awarded to municipalities

12.6 Support auditors and auditors-in-training.

Progress: Auditor Updates were published, emailed to existing auditors and posted on the AMHSA website. Inquiries and questions about auditing process and report writing were addressed by staff. Auditing and refresher training was conducted in the northern and southern parts of the province.

"It is a big help when implementing changes and clarifying work-related responsibilities for managers, supervisors, and workers."

-- 2012 Membership Survey

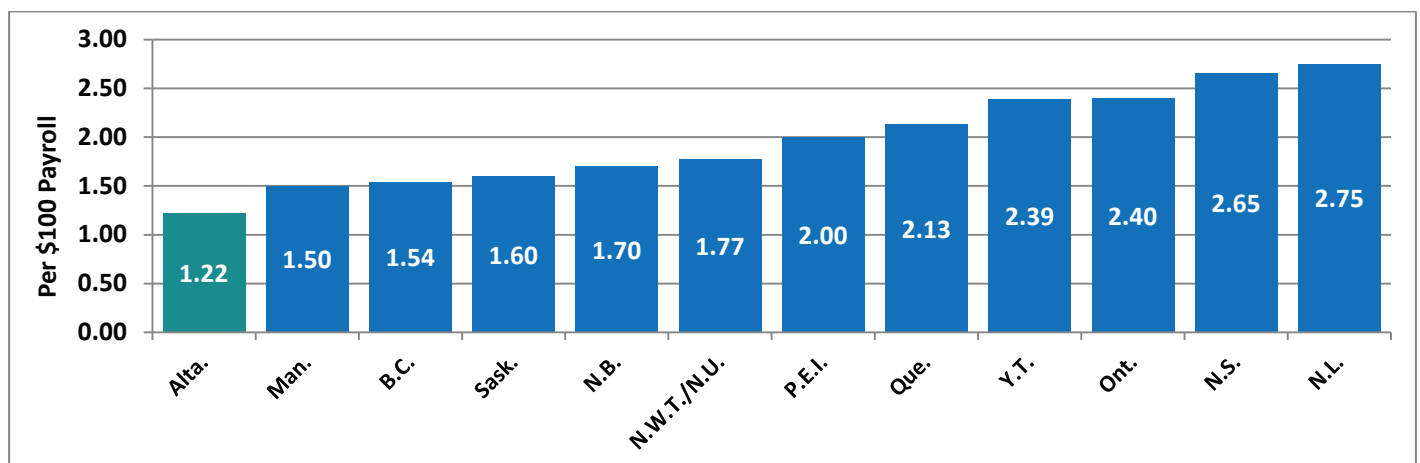
MUNICIPAL SECTOR RESULTS

1. Workers' Compensation Board – Alberta Premiums History

The total cost of payments to the WCB are called premiums. These values are best estimates obtained from the WCB Certifying Partner and Industry Synopsis reports.

Industry Group	2008	2009	2010	2011	2012
Cities	\$21,725,637	\$25,682,218	\$29,604,069	\$31,934,117	\$36,553,103
Municipal Districts	\$3,242,419	\$3,768,171	\$3,612,412	\$4,350,403	\$5,024,035
Towns	\$2,220,523	\$2,778,533	\$2,888,947	\$3,345,980	\$3,420,928
Villages	\$214,888	\$247,562	\$260,164	\$269,184	\$303,935
TOTAL	\$27,403,467	\$32,476,484	\$36,365,592	\$39,899,684	\$45,302,001

In 2012, the municipal sector had 185 employers with insurable earnings, a total of 59,360 workers, and total insurable earnings of \$3,785,142,433.



2. Total Claims Costs

Municipal sector WCB claims costs (approximate) for the period 2008 – 2012 are shown below. The result of these increases will show up in the increase in the number of claims and costs per claim. The table shows these costs, including medical aid, compensation payments, rehabilitation and pension awards, and economic loss payments. These costs reflect only the new claims from each year – normally only about one third of the total costs incurred.

Industry Group	2008	2009	2010	2011	2012
Cities	\$7,731,616	\$9,103,150	\$8,231,255	\$7,925,573	\$8,503,779
Municipal Districts	\$969,977	\$805,838	\$885,861	\$796,096	\$1,142,897
Towns	\$732,883	\$753,086	\$868,047	\$1,396,835	\$1,186,838
Villages	\$79,247	\$46,657	\$226,439	\$14,099	\$62,500
TOTAL	\$9,513,723	\$10,708,731	\$10,211,602	\$10,132,603	\$10,896,014

3. Number of Lost Time Claims

A lost time claim injury is a WCB claim for an occupational injury or disease which disables the worker beyond the day of injury. Included are claims for which wages and compensation are paid, permanent disability claims, fatalities, and cases in which the injured worker is assigned light duties or other modified work.

Industry Group	2008	2009	2010	2011	2012
Cities	1,379	1,297	1,209	1,243	1,168
Municipal Districts	124	120	124	116	127
Towns	133	140	130	141	137
Villages	13	15	24	7	10
TOTAL	1,649	1,572	1,487	1,507	1,442

4. Severity Rates – Provincial and Municipal Comparison

This comparison is measured in Temporary Total Disability Days and as illustrated below, the municipal sector is significantly lower than the provincial average.

	2007	2008	2009	2010	2011
Provincial	22.20	21.73	23.38	23.45	23.00
Municipal	17.48	16.64	16.46	17.41	16.43

5. Average Cost Per LTC – Provincial and Municipal Comparison

This comparison is based on the total costs of lost time claims versus the total number of lost time claims. These costs are significantly lower in the municipal sector, resulting in lower WCB premiums.

	2007	2008	2009	2010	2011
Provincial	\$ 5,895.58	\$ 6,705.55	\$ 7,446.40	\$ 8,126.86	\$ 8,488.78
Municipal	\$ 4,803.40	\$ 5,118.41	\$ 6,025.36	\$ 5,843.82	\$ 6,300.99

6. WCB Premiums

The WCB collects premiums from municipalities to cover the costs of insuring work-related injuries. Municipalities pay premiums on the insurable earnings of all workers. Premiums are calculated at the beginning of the year. The rate is the cost of coverage per \$100 of insurable earnings based on the average losses in the industry group.

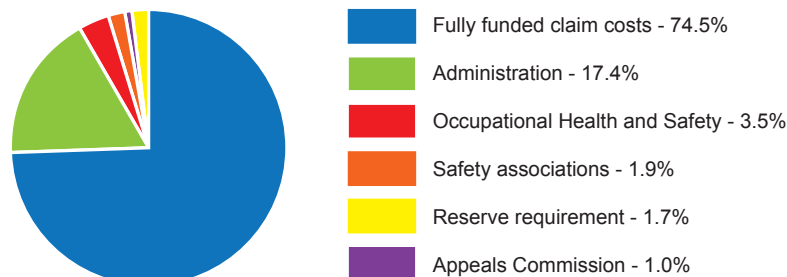
The average provincial premium rate for all industries stayed at \$1.22 in 2012. However, premium rates for cities, towns, municipal districts, counties, and villages increased slightly. All of the municipal industry groups' rates are above the Alberta provincial average.

Industry Group	2008	2009	2010	2011	2012	2013	Change Since 2012
Cities	\$1.14	\$1.26	\$1.31	\$1.26	\$1.33	\$1.20	-9.77%
Municipal Districts & Counties	\$1.32	\$1.42	\$1.25	\$1.27	\$1.37	\$1.21	-11.73%
Towns & Villages	\$1.15	\$1.27	\$1.32	\$1.27	\$1.34	\$1.20	-10.45%
PROVINCIAL	\$1.32	\$1.32	\$1.32	\$1.22	\$1.22	\$1.12	-8.2%

2013 RATE DRIVERS:

- Insurable earnings are forecast to increase by 5.8% to \$95 billion compared to the 2012 forecast.
- Fully funded claims cost is forecast to increase 6.0% from the 2012 forecast.
- Claimant wage growth: Changes in claimant wages factor into estimations of insurable earnings and compensation rates. A 3% increase is forecasted for 2012 and a 3.5% increase for 2013.
- Claim Duration: Average claim duration is forecasted to decrease to 34.5 days in 2013.
- Lost-time claim volume: The volume of LTCs is forecasted to increase to 28,700 for 2013 (1%).

2013 rate components



APPENDIX 1: COURSE PARTICIPATION

Course	2008	2009	2010	2011	2012
Audit Refresher (formerly Auditor Update/Recertification)	137	23	53	86	49
Cargo Securement: Train-the-Trainer	---	---	---	---	13
Confined Space Entry	235	287	135	196	422
Defensive Driving	723	780	526	611	856
Fall Protection	---	---	29	75	78
Flag Person: General Training	---	---	---	---	22
Flag Person: Train-the-Trainer	21	32	34	99	68
Formal Workplace Inspections	370	374	572	325	343
Ground Disturbance, Trenching and Excavating Safely	129	147	288	285	246
Hazard Identification, Assessment & Control	473	432	570	519	673
Health & Safety Management Systems	108	63	126	118	173
Health & Safety Management Systems – Audit	111	67	82	132	102
Health & Safety Management Systems – Small Employer	9	11	2	13	---
Incident Investigation	261	255	384	248	305
Joint Health & Safety Committees	254	184	355	329	284
Leadership for Safety Excellence	444	307	282	437	632
LSE – Customized	---	43	102	556	335
LSE – Modules 1 & 2*	126	187	109	25	7
LSE – Modules 3 & 4*	105	172	71	---	3
MSI Prevention (Office Environment)	47	104	100	120	79
MSI Prevention (Physically Demanding)	79	111	74	105	161
Operator Safety - ATV Safety	---	4	---	---	12
Operator Safety - Chainsaw Safety Awareness	---	---	26	---	---
Operator Safety - Backhoe/Loader	18	52	11	18	68
Operator Safety - Front End Loader	75	81	34	29	115
Operator Safety - Plow Truck Sander	8	82	152	23	29
Operator Safety - Road Grader	52	68	73	44	58
Operator Safety - Skid Steer Loader	112	138	167	91	98
Orientation: Train-the-Trainer	37	47	172	90	47
Overview of OHS Act, Code & Regulation	238	144	8	184	133
Prime Contractor	176	199	20	183	179
Supervisor's Role	108	259	167	227	180
WCB Return to Work	---	---	---	---	7
WHMIS: General	---	---	---	31	58
WHMIS: Train-the-Trainer	82	45	70	86	53
WHMIS Overview	43	28	52	12	---
Working Alone Safely	162	95	---	39	65
Workplace Violence Prevention (Edmonton Workshop)	143	186	228	133	192
Workplace Violence Prevention	217	270	253	309	463
SUB-TOTAL 1	5,103	5,234	5,387	5,778	6,608
Flag Person: In-House Training	548	455	407	369	907
WHMIS: In-House Training	2,541	2,150	2,211	2,419	3,983
SUB-TOTAL 2	3,149	2,647	2,618	2,788	4,890
TOTAL*	8,388	7,956	7,836	8,566	11,498

--- Not offered

Note: As of 2010, the total number of participants for each course includes both members and associate members.

TOP 2012 COURSES:

Course	Number of Participants
Defensive Driving	856
Hazard Identification, Assessment & Control	673
Leadership for Safety Excellence	632
Workplace Violence Prevention	463
Confined Space Entry	422

APPENDIX 2: ASSOCIATE MEMBERS

- Pure Elements Environmental Solutions
- Federation of Alberta Gas Co-ops Ltd. and Members
- Robin Hood Association
- Calgary Public Library
- ATB Financial
- Aquatera Utilities, Grande Prairie
- Calgary Zoological Society
- Grande Prairie Public School District
- MacDonald Island Park Corp.
- Pembina Hills Regional School Division
- Wolf Creek Public Schools
- Buffalo Lake Metis Settlement

APPENDIX 3: AUDITED FINANCIAL STATEMENTS

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

FINANCIAL STATEMENTS

December 31, 2012

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

AUDITED FINANCIAL STATEMENTS

December 31, 2012

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Statement of Financial Position	6
Statement of Cash Flows	7
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ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

INDEPENDENT AUDITOR'S REPORT

To the Alberta Municipal Health & Safety Association,

We have audited the accompanying financial statements of Alberta Municipal Health & Safety Association, which comprise the statement of financial position as at December 31, 2012, and the statement of revenues and expenses, statement of changes in net assets and cash flows statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(Continued)

CPA †

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Alberta Municipal Health & Safety Association as at December 31, 2012 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative information

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that Alberta Municipal Health & Safety Association adopted Canadian accounting standards for not-for-profit organizations on January 1, 2012 with a transition date of January 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statement of financial position as at December 31, 2011 and January 1, 2011 and the statements of operations, changes in net assets and cash flows for the year ended December 31, 2011 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.



Colin Presizniuk & Associates
PROFESSIONAL ACCOUNTANTS

Date April 9, 2013
Edmonton, Alberta

CPA †

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

Statement of Operations

For The Year Ended December 31, 2012

	2012 Budget	2012	2011
REVENUE			
WCB grant	\$ 976,000	\$ 1,061,000	\$ 976,000
Program registrations	330,000	430,929	346,187
WCB dividend grant	85,000	81,772	68,131
Sales of materials	35,000	52,475	22,805
Other	3,000	11,220	2,430
Interest	2,000	2,658	2,942
	1,431,000	1,640,054	1,418,495
EXPENDITURES			
Operating			
Salaries	633,255	630,309	566,554
Employee benefits	137,799	125,960	122,534
Office lease	83,000	84,552	77,134
Travel and subsistence	43,000	49,952	51,554
Legal and audit fees	8,000	31,895	12,854
Office supplies and printing	42,556	28,241	29,620
Advertising and promotion	20,000	22,900	15,335
Postage	14,000	19,607	19,963
Web development	12,300	15,089	8,913
Telephone	12,000	14,502	17,187
Bookkeeping fees	6,000	10,579	5,758
Maintenance	4,000	9,385	11,228
Equipment lease	10,000	6,446	2,473
Courses and memberships	12,000	5,574	14,053
Bank and finance charges	3,000	5,530	2,638
Insurance	5,000	3,634	3,846
Merchant charges	-	2,985	-
Workers' Compensation Board	2,090	2,558	723
Contractor development and improvement	-	1,063	3,265
Database development	-	-	5,845
	1,048,000	1,070,761	971,477

Continued on next page

See Notes to Financial Statements

CPA 

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

Statement of Operations

For The Year Ended December 31, 2012

	2012 Budget	2012	2011
Program Development and Training			
Instructors and resource people	175,000	251,043	180,214
Travel and facility rentals	120,000	179,223	129,701
Preparation and materials	70,000	72,312	63,408
	365,000	502,578	373,323
WCB Dividend Expenditures			
Video production	-	66,302	-
Promotions	-	3,570	5,479
Geographical Contacts	-	1,982	289
Online Enhancement Project	-	1,898	8,733
Association Vehicle	-	1,218	-
Leasehold improvements and equipment	-	-	1,191
Chainsaw course development	-	-	7,687
Course development 2011	-	-	2,320
Fall Protection Course Development	-	-	1,390
Regional Safety Committees	-	-	1,111
Health & Safety management system	-	-	383
	-	74,970	28,583
Board Expenses	18,000	15,855	13,220
Total expenditures	1,431,000	1,664,164	1,386,603
Excess (Deficit) of Revenue over Expenses from Operations	-	(24,110)	31,892
Amortization	-	(38,914)	(110,008)
Excess of Expenses over revenues	\$ -	\$ (63,024)	\$ (78,116)

See Notes to Financial Statements

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

Statement of Changes in Net Assets

For The Year Ended December 31, 2012

	<i>Unrestricted Net Assets</i>		<i>Equity in Capital Assets</i>		2012	2011
Balance, beginning of year	\$	380,935	\$	85,621	\$	466,556
Excess of Expenses over Revenues		(63,024)		-	(63,024)	(78,116)
Purchase of capital assets		(2,532)		2,532	-	-
Purchase of capital assets with WCB grant		(6,627)		6,627	-	-
Amortization of capital assets		38,914		(38,914)	-	-
Balance, end of year	\$	347,666	\$	55,866	\$	403,532

See Notes to Financial Statements

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

Statement of Financial Position

As at December 31, 2012

	December 2012	December 2011 (Restated)	January 2011 (Restated)
ASSETS			
Current assets			
Cash and bank	\$ 604,982	\$ 421,066	\$ 146,309
Guaranteed investment certificates	-	283,807	280,997
Accounts receivable	89,708	64,699	77,658
Goods and Services Tax receivable	21,628	18,092	16,803
Inventory	69,860	29,817	17,325
Prepaid expenses	4,329	10,140	4,675
	<u>790,507</u>	<u>827,621</u>	<u>543,767</u>
Tangible Capital Assets (Note 4)	<u>55,866</u>	<u>85,621</u>	<u>147,508</u>
	<u>\$ 846,373</u>	<u>\$ 913,242</u>	<u>\$ 691,275</u>
LIABILITIES AND NET ASSETS			
Current liabilities			
Accounts payable and accrued liabilities	\$ 136,849	\$ 58,922	\$ 70,708
Deferred revenue (Note 5)	305,992	387,764	75,895
	<u>442,841</u>	<u>446,686</u>	<u>146,603</u>
Net Assets			
Unrestricted Net Assets	347,666	380,935	397,164
Equity in Capital Assets	55,866	85,621	147,508
	<u>403,532</u>	<u>466,556</u>	<u>544,672</u>
	<u>\$ 846,373</u>	<u>\$ 913,242</u>	<u>\$ 691,275</u>

Approved by the Board:

See Notes to Financial Statements

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

STATEMENT OF CASH FLOWS

For The Year Ended December 31, 2012

	2012	2011
Operating activities		
Cash receipts from grantors	\$ 1,061,000	\$ 976,000
Cash receipts from program activities	469,615	764,381
Cash paid to suppliers	(882,372)	(735,981)
Cash paid to employees	(741,633)	(684,465)
Interest received	2,658	2,942
	(90,732)	322,877
Investing activities		
Purchase of tangible capital assets	(9,159)	(48,120)
Proceeds from sale of Investments	283,807	-
	274,648	(48,120)
Increase in cash	183,916	274,757
Cash and bank, beginning of year	421,066	146,309
Cash and bank, end of year	\$ 604,982	\$ 421,066

See Notes to Financial Statements

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS As at December 31, 2012

NOTE 1 – PURPOSE OF ORGANIZATION

The Alberta Municipal Health and Safety Association was incorporated on July 12, 1991 under the Societies Act of the Province of Alberta. It operates in the municipal sector and provides safety training and training materials to all municipalities in Alberta. The Association is registered as a Society for the purposes of the Income Tax of Canada. As such, it is not subject to income taxes and dividends cannot be paid out of accumulated surplus.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies observed in the preparation of the financial statements are summarized below. These policies are in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Adoption of accounting standards for not-for-profit organizations

Effective January 1, 2012, the organization adopted the Canadian accounting standards for not-for-profit organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles (GAAP) as issued in the Handbook — Accounting Part V Pre-changeover standards. On adoption of ASNPO, an organization is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition date, which is the first day of the period for which comparative information is presented. Although the organization made no changes to the previously presented financial statements, an opening statement of financial position at the date of transition has been presented, as required.

Accrual basis of accounting:

The accrual basis of accounting is followed in both budget and financial statement presentations.

Inventory:

Inventory is stated at the lower of cost of net realizable value.

Tangible Capital Assets:

Capital assets are recorded at cost. Amortization is recorded on a basis sufficient to charge the original cost of the assets to expenses over the useful life of the assets and to expense over the useful life of the assets, using the following rates and methods:

	<i>Method</i>	<i>Rate</i>
Computer equipment	straight-line	3 years
Computer software	straight-line	3 years
Office furniture and equipment	straight-line	5 years
Leasehold improvements	straight-line	5 years
Library	straight-line	5 years
Database and web based tools	straight-line	4 years
Automotive	straight-line	5 years

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

As at December 31, 2012

Revenue recognition:

The Association follows the deferral method of accounting of contributions. 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. Unrestricted investment income is recognized as revenue is earned. WCB grant revenue is recognized when received. Program and materials revenue is recognized when it is received, which is when programs are finished and materials are sold. Restricted grant revenue is recognized when qualifying expenditures are incurred.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenues and expenses in the periods in which they become known.

Investments

Investments are to be carried at fair value. Unrealized gains or losses are reported as part of net income. Investments for which there is not an active market are carried at cost.

Financial instruments:

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Statement of cash flows:

The condominium uses the direct method in preparing the statement of cash flows.

NOTE 3 – FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise indicated, it is management's opinion the Association is not exposed to significant interest or credit risks arising from these financial statements. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

Credit risk

Accounts receivable are primarily due from municipalities, towns, cities and other government bodies. As a result, it is management's opinion that the association is not exposed to significant credit risk.

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

As at December 31, 2012

Currency risk

The association does not have any significant currency risk.

Interest rate risk

It is management's opinion that the association is not exposed to significant interest rate risk

Fair Value

The fair value of these financial instruments approximate their carrying value due to the immediate or short term maturity of these financial instruments.

NOTE 4 – TANGIBLE CAPITAL ASSETS

	<i>Cost</i>	<i>Accumulated Amortization</i>	<i>2012 Net Book Value</i>	<i>2011 Net Book Value</i>
Computer equipment	30,198	(25,582)	4,616	8,367
Computer software	14,074	(14,074)	-	558
Office furniture and equipment	130,628	(120,759)	9,869	13,283
Leasehold improvements	115,383	(99,157)	16,226	17,647
Library	106,305	(106,305)	-	14,408
Automobile	37,901	(15,160)	22,741	26,531
Database and web based tools	133,765	(131,351)	2,414	4,827
	568,254	(512,388)	55,866	85,621

Included in the above are capital procured with grant proceeds from 2007 and 2012. The WCB Dividend grant funded additions to leasehold improvements of \$6,227. The capital purchased with WCB Dividend grant funds in 2012 was \$6,227. (2011 - \$39,548).

NOTE 5 – DEFERRED REVENUE

	<i>Opening balance</i>	<i>Received</i>	<i>Earned</i>	<i>Closing balance</i>
WCB Dividend Grant 2007	(17,049)	-	1,982	(19,031)
WCB Dividend Grant 2008	73,373	-	3,365	70,008
WCB Dividend Grant 2011	331,440	-	76,425	255,015
	387,764	-	81,772	305,992

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

As at December 31, 2012

NOTE 6 – ECONOMIC DEPENDENCE

The Alberta Municipal Health and Safety Association is dependent on the Workers' Compensation Board of Alberta as its primary source of revenue.

NOTE 7 – COMMITMENTS

The Organization has entered into leases for office equipment and premises with minimum lease payments as follows:

2013	91,668
2014	91,668
	<u>\$ 183,336</u>

NOTE 8 – COMPARATIVE FIGURES

Certain figures from the prior fiscal year have been reclassified to conform with the current year presentation.

The 2012 budgeted figures found of the Statement of Operations do not include a 2.5% allocation for the GST paid on purchases.

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AMHSA

Alberta Municipal Health and Safety Association



***Reducing the human & financial costs of workplace illness,
injuries & property damage***