

2016

ANNUAL REPORT



AMHSA
Alberta Municipal Health and Safety Association



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ABOUT AMHSA

The **Alberta Municipal Health and Safety Association (AMHSA)** is an educational non-profit organization that promotes the knowledge of health and safety in the workplace. Since 1990, our mission has been to assist municipal employers in implementing effective occupational health and safety (OHS) management systems and educating employees through classroom and online training.

With offices in Calgary and Sherwood Park, Alberta, AMHSA's mandate is to provide all Alberta municipalities and small businesses with cost-effective OHS education and customer-focused training that help keep workers and communities safe.

OUR VISION, MISSION, AND MANDATE



Vision

To be the recognized leader of municipal safety excellence and an innovative provider of education programs.



Mission

Promoting quality health and safety management systems by delivering excellent, customer-focused safety education and consultation services.



Mandate

To provide meaningful safety training and education programs to our members in a cost-effective manner.



Jeremy Wickson
Chair, AMHSA

MESSAGE FROM THE BOARD CHAIR

Throughout 2016, AMHSA continued to be a leader in Occupational Health and Safety. Working in partnership with Alberta municipalities, the Board, and AMHSA staff, we identified the needs in our members' health and safety management systems, and addressed them by creating new and relevant educational tools. AMHSA increased the number of courses taken by 16% over the past three years with more than 11,100 participants engaged in classroom settings or in one of our 58 web-based courses.

Within AMHSA, the goal of being a leader in health and safety training was identified, and we embraced the growing trend and demand for online courses. In 2014, AMHSA had 599 students. At the end of 2015, the number of enrollees increased to 2,021. By 2016, we had our largest enrollment to date: 3,842. It's an impressive accomplishment of which we are all proud.

By responding to industry needs, AMHSA continues to develop an array of online courses, meeting both the needs of employers and employees alike. This year, AMHSA launched several new courses which further demonstrated AMHSA's leadership in helping municipalities build effective and diverse OHS management systems that are relevant to their organization. In addition, our option of on-site and classroom courses, instructed by carefully chosen subject matter experts, have maintained steady enrollment. Classroom, or on-site, courses give our participants the opportunity to gain relevant OHS training in a traditional classroom setting while in the convenience of their local worksites.

AMHSA's internal strength can be attributed to a solid team of professionals who meet the growing needs of the municipal sector. The organization is in a firm financial position to continue providing training and tools necessary for quality health and safety management, and a strategic plan is in place to take AMHSA well into the future.

The diversity of the Board of Directors has been a key strength in our representation of the municipal industry which includes administration, operations, union employees, emergency services, contract employees, etc. The Board is clearly focused on guiding the long term development and needs of the municipal sector by the achievement of its visions and goals.

I wish AMHSA and all of its associates continued success into the coming years.

Original Signed by
Jeremy Wickson, BEc
Municipal District of Taber – Public Works
Chair, AMHSA (representing the Alberta Municipal Supervisors Association)

MESSAGE FROM THE EXECUTIVE DIRECTOR

In 2016, one of AMHSA's key objectives, as outlined in the strategic plan, was to increase our online presence and number of membership enrolment in our courses. Through a careful execution of the strategic plan, AMHSA accomplished this goal and remains a healthy and innovative organization.



Jim Moroney
Executive Director, AMHSA

We continued to develop online courses while regularly improving upon the quality of our traditional classroom training programs. By focusing on those two elements, we created accessible and diverse learning options for our members that enable them to choose the learning method that's most effective for their organization. By the end of 2016, we developed several new online courses and now offer more than 50 easily accessible web-based courses. As result, we have watched AMHSA's number of online course participants grow tremendously, year after year.

Internally, we focused on creating a consistent and more cohesive visual brand identity and increased engagement with our members and stakeholders. We redesigned and streamlined "Municipal Safety News," our quarterly e-newsletter, and developed brochures to build brand awareness and promote AMHSA. Externally, we marketed our programs, new courses, and shared relevant industry news by increasing our social media presence and our number of online followers. Our brand, of course, is to develop and promote quality health and safety management through customer-focused safety education. Living our brand, we created community engagement opportunities. We invited your feedback through our annual member survey, and created focus groups where you shared your needs for Fit for Duty, all of which informs us on the development of future courses and programs.

As I look forward to 2017, I see continued growth for AMHSA. We will continue to create and seek strategic partnerships with other organizations; streamline internal processes; and, increase our presence online and within the municipal government. With a clear commitment to customer-focused OHS education, coupled with a group of dedicated staff and passionate instructors, we are well positioned for continued success.

On behalf of AMHSA, thank you to our Board of Directors and our various stakeholders for your support. As your partner in OHS education, we look forward to helping each municipality create cost-effective and high-quality health and safety management systems that keep your employees, their coworkers, and our communities, safe.

Original signed by
Jim Moroney IHT, BSC, CRSP, CSP
AMHSA Executive Director

GOVERNANCE

2015-2016 BOARD OF DIRECTORS

Jeremy Wickson	Chair (May 2016)	Alberta Municipal Supervisors Association (AMSA)	MD of Taber
Christopher Collier	Vice-Chair (May 2016)	City of Calgary	Calgary
Sharon Young	Vice-Chair (Outgoing)	City of Calgary	Calgary
Paul Vargis	Secretary/Treasurer (Sept 2016)	Canadian Union of Public Employees (CUPE) Local 37	Calgary
Mark Langlois	Secretary/Treasurer (Outgoing)	Canadian Union of Public Employees (CUPE) Local 37	Calgary
Mircea Fagarasanu	Director (Outgoing)	City of Edmonton	Edmonton
Luisa Su	Director (Outgoing)	City of Edmonton	Edmonton
George Wybenga	Director (Outgoing. Position currently vacant.)	Alberta Water and Wastewater Operators Association (AWWOA)	
Christine Beveridge		Local Government Administration Association (LGAA)	Fort Saskatchewan
Carolyn Kolebaba	Director (Outgoing. Position currently vacant.)	Alberta Association of Municipal Districts and Counties (AAMDC)	
Paul Cardiff	Director	Canadian Union of Public Employees (CUPE) Local 38	
Rhonda deVos	Director	Other City – Employer	Leduc
Neil Riley	Director	Other City – Worker	Spruce Grove
Charlie Cutforth	Director	Alberta Rural Municipal Administrators' Association (ARMAA)	County of Ponoka
Lorne Jacobsen	Director	Canadian Union of Public Employees (CUPE) Local 30	Edmonton
Maryann Chichak	Director	Alberta Urban Municipalities Association (AUMA)	Town of Whitecourt
Nichole Adams	Director	Alberta Urban Municipalities Association (AUMA)	
Vacant	Director	Civic Service Union 52 (CSU)	

2016 AMHSA EMPLOYEES*

Jim Moroney	Executive Director
Shannon Thomas	Team Leader
Arnold Villanueva	Corporate Office Manager
Tina Moroney	Senior Health and Safety Trainer/Advisor
Barclay Hunter	Project Manager (Aug. 2016)
Melissa McLeod	Marketing & Communications Officer (Feb. 2016)
Krystal McDowell	COR/Communications Coordinator
Eric Farraday	Training Administrator
Carla Smith	Office Administrator
Lysha Pitts	Corporate Office Administrator (Jun. 2016)
Terri Filipski	Executive Assistant (Sept. 2016)
Morgan Connell	Project Manager/Training Coordinator (until May 2016)
Natasha Levesque	Instructional Designer (until Aug. 2016)

* AMHSA also employs contract instructors, a contract bookkeeper, and quality assurance analyst.



CELEBRATING AMHSA'S ACHIEVEMENTS IN 2016

While organizations throughout Alberta continued to experience economic challenges, AMHSA was fortunate to meet our objectives with success.

The strategic plans that AMHSA put in place assisted in our continued financial success, and allowed for us to maintain a lean-run organization that is both stable and healthy – without increasing levies.



Approximately 11,188 members, non-members, and associate members were trained by AMHSA in 2016



Four new online courses were developed and released



Online course participation nearly doubled (3,842 in 2016) compared to the previous year



AMHSA continued being a Certifying Partner for the Partnerships in Injury Reduction (PIR) Program



201 organizations participated in PIR through AMHSA - 120 PIR participants qualified for a COR rebate



AMHSA's Certificate of Recognition (COR) recipients received over \$3.5 million in refunds from WCB Alberta*



92% of Alberta's municipal workforce is covered by an organization that has a COR



AMHSA obtained \$20,000 in grant funding

* Figure does not include WCB – Alberta surplus distribution

"Partnerships in Injury Reduction Participant Performance Report," WCB – Alberta (March 6, 2017)

"Insurance and Premiums: Rates from Previous Years," WCB – Alberta (web - April 25, 2017)



ABOUT AMHSA MEMBERS

Every town, village, municipal district, county, city, and specialized municipality in Alberta is a member of AMHSA. We also have Associate Members who represent various small businesses and organizations.

While we primarily collaborate with municipalities to create effective workplace health and safety management systems, other employers may join as an Associate Member, for an annual fee.

Who are they?

There are a total of 339 municipalities in the province of Alberta. AMHSA serves 339 members.

That corresponds to approximately 62,000 municipal workers throughout the province of Alberta.



Counties & MDs	Cities	Towns	Villages	Summer Villages	Specialized Municipalities
65 (64+1)*	18	108	92	51	5

*Special Areas

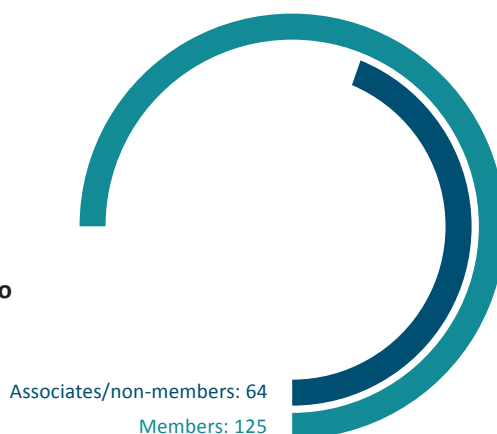
(The above numbers were taken from Alberta Government 2016 Municipal Affairs Population List: http://www.municipalaffairs.alberta.ca/documents/2016_Municipal_Affairs_Population_List.pdf)

In 2016:

- **Total number of individual members who attended training: 11,188**

- Number of Associate Members who attended training: 284
- Different organizations that hosted training: 92
 - o Members: 76
 - o Associate and non-members: 16

- **Organizations that sent personnel to AMHSA: 189**



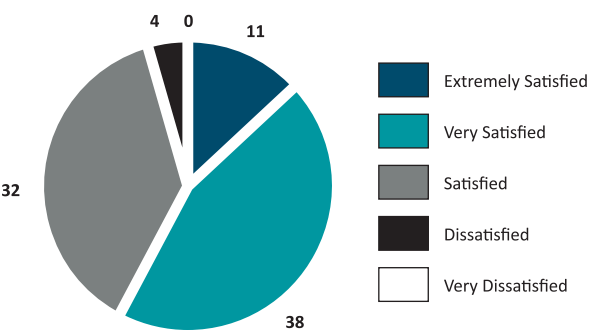
MEMBERS SATISFACTION

AMHSA’s mission and vision is to be a recognized leader of municipal safety excellence and an innovative provider of education programs that promote quality health and safety management systems.

Our focus on excellence in delivering cost-effective, customer-focused safety education and consultation services are the cornerstones of our success.

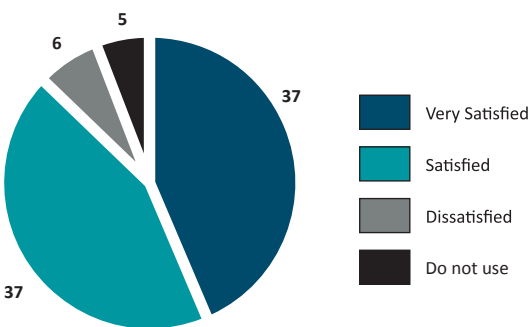
While our member surveys reflect a high level of satisfaction, we continue to seek feedback from our members on how we can help them achieve their OHS objectives.

Overall, how satisfied are you with our products and services?



“Very satisfied with training courses, very good instructors and course material is great and very useful, thank you.”

Please rate your overall satisfaction with the customer service received from AMHSA.



2016 GOALS AND OBJECTIVES

Using our business plan as a guide, AMHSA set out to achieve the following goals in 2016:



Provide cost-effective training and education services in the prevention of occupational injuries and disease through classroom and online courses



Promote effective health and safety management to Alberta municipalities, associate members, and others through marketing, communications, and member engagement



Monitor and disseminate information related to occupational health and safety legislation and policies which impact Alberta municipalities and associate members



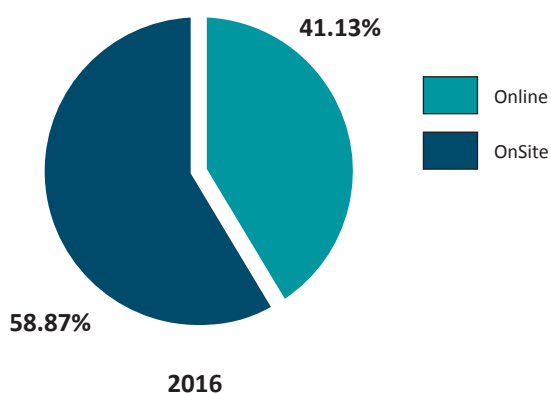
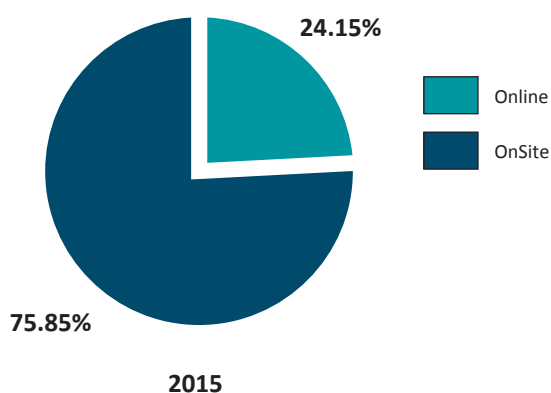
Act as Certifying Partner and promote Certificates of Recognition program, in PIR in cooperation with WCB – Alberta, and Alberta Labour – Partnerships



Provide cost-effective training and education services in the prevention of occupational injuries and disease through classroom and online courses

AMHSA TRAINING

More members and their employees are seeking ways to obtain their OHS training that is convenient and easily accessible. As such, AMHSA has increased its online presence and the number of online courses available anywhere and anytime.



CLASSROOM COURSES

In 2016, AMHSA continued to offer core on-site training courses to all members, associate members, and non-members at their place of employment.

On-site training provides convenient access to AMHSA courses for municipalities and their employees to obtain AMHSA courses and training in the convenience of their workplace.

All AMHSA courses are promoted through a number of channels including AMHSA's website and social media pages such as Facebook and LinkedIn, the quarterly Municipal Safety Newsletter, and bi-weekly Training Update emails specific to members in northern and southern Alberta.

In 2016, AMHSA offered:

574 classroom courses to 5,498 individuals.

TOP CLASSROOM COURSES OF 2016:

2016 Courses	Attendees
Defensive Driving	716
Leadership For Safety Excellence	387
Prime Contractor	326
Accident/Incident Investigation	296
Ground Disturbance, Trenching, and Excavation	290

ONLINE COURSES

In 2016, the delivery of high-quality, relevant, and accessible online training for members and non-members remained a key focus.

- A total of 58 online courses were available through the AMHSA website and online portal.
- Members choosing to access the convenience of web-based training dominated in 2016.

	2013	2014	2015	2016
Total # of Classroom Courses	650	601	608	574
	2013	2014	2015	2016
# of On-Site Attendees	6,808	6,732	6,348	5,498
# of Online Attendees		599	2,021	3,842
# of In-House Attendees	1,980	2,304	2,143	1,848
Total	8,788	9,635	10,512	11,188

TOP ONLINE COURSES IN 2016:

Leadership for Safety Excellence (LSE) and WHMIS 2015 continue to be our most popular online courses.

In 2015, there were 399 enrollees in LSE.

In 2016, 695 AMHSA members enrolled in the course, an increase of **74%**.

The number of enrollees more than doubled in our WHMIS 2015 course.

In 2015, there were 290 enrollees.

By 2016, that number was **586**, an increase of more than 100%.

2016	Attendees
1. Leadership For Safety Excellence	695
2. WHMIS 2015	586
3. Hazard Identification, Assessment and Control	569
4. Accident/Incident Investigation	414
5. Formal Workplace Inspections	235
2015	Attendees
1. Leadership For Safety Excellence	399
2. WHMIS 2015 and 1988	290
3. Accident/Incident Investigation	230
4. WHMIS	181
5. WHMIS 2015	151

AMHSA committed to several exciting projects throughout the year. Some of the most significant were related directly to online training. Online courses that were developed internally and posted on the AMHSA website included:

- Occupational Disease Online Course
- Joint Health and Safety Committees Awareness
- WHIMIS 2015 Orientation: Train-the-Trainer
- Dog Bite Prevention
- Pool Safety
- Managers Role

Online courses in development in 2016 and scheduled for release in 2017, include:

- Prime Contractor
- Incident Command Systems 100 and 200
- Asbestos and Mould Awareness

“Every time I book a course or order materials, I get fast and friendly service.”

– 2016 Members Survey

INSTRUCTORS

AMHSA contracts instructors to teach our courses. These individuals are experienced educators who are passionate about and have a breadth of knowledge in occupational health and safety.

In 2016, AMHSA expanded our team of available instructors by 31% to meet increasing demand for classroom courses across Alberta.

All service agreements for qualified AMHSA Contract Instructors were updated and renewed in consultation with AMHSA's legal team. Instructors were also informed of AMHSA's policies regarding billing, insurance, and other expectations.





Promote effective health and safety management to Alberta municipalities, associate members, and others through marketing, communications and, member engagement

More members and their employees are seeking ways to obtain their OHS training that is convenient and easily accessible. As such, AMHSA increased its online presence and the number of online courses we offer. AMSHA provided updates and promoted occupational health and safety management through traditional and social media communications platforms. We used Facebook and LinkedIn, quarterly e-newsletters, and emails to communicate and promote AMHSA courses, public events, government regulations, and relevant articles and posts.

The AMHSA Course Catalogue, available online and in print, as well as the bi-weekly training updates were used to further promote new and existing courses. We also strategically engaged with members through community engagement to create more partnerships, become informed for future course development, and promote AMHSA as a partner in OHS education.

ENGAGEMENT

As part of our business plan, AMHSA focused on increasing our level of engagement with our municipal members. We created dialogue and gained valuable feedback through our annual members' survey and hosted Fit for Duty focus groups.

“Continue doing what you’re doing! Staff respond quickly to emails and are friendly and helpful.” – Members Survey

ANNUAL MEMBERS SURVEY

We rely on our members' feedback to help us learn how to best deliver excellent customer-focused and relevant courses to students and municipalities. The survey included questions related to customer satisfaction, services utilized, and training needs.

- On June 7, 2016, the annual Members Survey was electronically delivered to 877 recipients

FOCUS GROUPS – FIT FOR DUTY FOR FIREFIGHTERS



In May and June of 2016, AMHSA, in partnership with SIX Safety Systems and WCB – Alberta, facilitated two focus groups geared toward firefighters and fire departments to discuss Fit for Duty.

The focus groups, hosted in Calgary and then in Leduc, enabled AMHSA and various municipalities, to discuss ways to manage and verify workers are mentally, physically, and emotionally fit to perform their jobs effectively.

In total, **21 delegates from across the province attended AMHSA's focus groups to discuss Fit for Duty and its significance.** From small volunteer workforces, to major city centres with full-time staff, senior management, occupational health and safety professionals, human resources, fire chiefs, and firefighters came together to discuss issues and solutions.

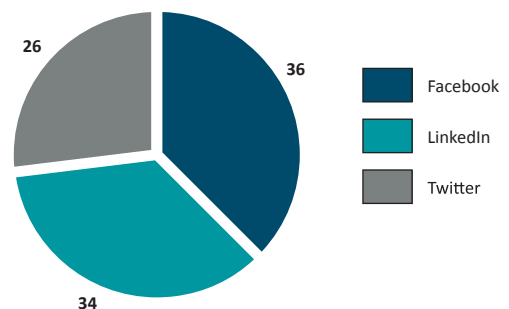
Information gathered from both focus groups were compiled into a report that will inform AMHSA in the development of Fit for Duty programs, including seminars and courses, to be used and implemented by municipalities across the province.

SOCIAL MEDIA

Facebook and LinkedIn:

- Strategically posted 1 to 4 times per week
- Posted and shared relevant OHS stories from the media, promoted AMHSA courses, and shared public AMHSA-attended events
- Increased the number of followers by 51%

Do you use any of the following forms of social media for work-related communications?



TRADESHOWS AND CONFERENCES

In 2016, AMHSA participated in several conferences and trade shows as an exhibitor and/or sponsor to communicate with members and non-members and to promote the organization.

AMHSA also worked in partnership with conference organizers, such as the Rural Utilities Safety Association (RUSA) and the Health and Safety Conference Society of Alberta (HSCSA).

Effective use of the AMHSA website allowed for up-to-date information such as Auditor updates and promoted upcoming networking events such as training and new legislation bulletins.

GRANTS AND AWARDS

- In February 2016, AMHSA successfully submitted a proposal to the OHS Innovation and Engagement Grant through Alberta Labour
- We were awarded a sum of \$20,000
- Funds were used to develop the Occupational Disease Online Course



ANNUAL TRAINING AWARDS

Each year, AMHSA recognizes municipalities in Alberta for their commitment to health and safety training. In 2016, we announced that 15 municipalities were awarded for ensuring their employees received relevant OHS training and education through AMHSA.

The recipients were:

- City Calgary
- City of Edmonton
- City of Medicine Hat
- City of St. Albert
- Brazeau County
- County of Grande Prairie
- County of Lac La Biche
- County of Leduc
- Municipal District of Foothills
- Municipal District of Opportunity
- Municipal District of Taber
- Town of Drumheller
- Town of Innisfail
- Town of Stettler
- Regional Municipality of Wood Buffalo



AMHSA'S 2016 TRAINING AWARD RECIPIENTS



Wood Buffalo



MD of Taber



County of Grande Prairie



Monitor and disseminate occupational health and safety legislation and policies which impact Alberta municipalities and associate members

SMALL EMPLOYER SUPPORT

- Support was provided to smaller municipalities and associate members that chose to develop their own health and safety management program, as well as information about Partnerships in Injury Reduction (PIR) and the Small Employer Certificate of Recognition (SECOR) was provided.
- As a small employer, AMHSA successfully maintained our own SECOR through the Alberta Safety Council.

The Small Employer Certificate of Recognition (SECOR) is a PIR program designed for employers with 10 employees or less.

CREATING MEMBER NETWORKING & INFORMATION-SHARING OPPORTUNITIES

- AMHSA successfully organized several Safety Council meetings throughout 2016, including the Joint Provincial Safety Council meeting, Southern Alberta Safety Council (SASC) meeting, Northern Alberta Safety Council (NASC) meeting, and the Alberta Cities Safety Council (ACSC) meeting.
- These events included members and municipality updates as well as educational sessions and guest speakers that enabled attendees to learn and share information related to topics they considered important.

INCREASING OHS AWARENESS

Promotion of OHS awareness was achieved through continued contact with pertinent groups at various conferences including:

- Alberta Association of Municipal Districts and Counties (AAMDC)
- Alberta Health and Safety Conferences run by the Health and
- Alberta Urban Municipalities Association/Alberta Municipal Services Corporation (AUMA/AMSC)
- Local Government Administrative Association (LGAA)
- Rural Utilities and Safety Association's (RUSA) Conference and Trade Show
- Safety Conference Society of Alberta (HSCSA)

PARTNER LIAISON

In liaison with Alberta Labour, AMHSA invited PIR consultants to all Board of Directors meetings, the Annual General Meeting, and all Safety Council meetings. They were also consulted in regards to our COR and SECOR programs and auditing. Similarly, in liaison with the Workers' Compensation Board – Alberta, AMHSA invited a representative to all Board Meetings, the Annual General Meeting and all Safety Council meetings. WCB is consulted in regards to PIR refunds and funding inquiries.

“I really like the safety council meetings. Good opportunity for discussion, especially with how much collaboration there is between safety departments in different municipalities.”



Act as Certifying Partner and promote Certificates of Recognition program in PIR in cooperation with WCB – Alberta, and Alberta Labour – Partnerships

WHAT IS COR AND SECOR?

Partnerships in Injury Reduction (PIR) is a joint project of Alberta Labour – Partnerships, WCB – Alberta, and employers represented by one of Alberta's 13 Certifying Partners. The program helps municipalities earn WCB premium refunds by encouraging organizations to implement effective health and safety management systems and obtain a Certificate of Recognition (COR) or a Small Employer Certificate of Recognition (SECOR).

AMHSA is the Certifying Partner for Alberta's municipal government sector

The PIR program is voluntary and run in partnerships with Alberta Labour – Partnerships, WCB – Alberta, Certifying Partners like AMHSA, and participating employers.

What influences the total discount?

The rebate amount for a COR holder can range from 5-20% and can be influenced by being an industry leader, by making improvements in performance vs previous years, and by being a first time COR holder.

	2015	2016
Total participant organizations	201	201
Total CORs	114	120
Obtained/Renewed COR	30	42
Total Discount	\$3,053,816.41	\$3,509,243.29
Audits processed	-	172

* Tracking of audits processed began mid-2016. 10 COR audits plus qualifications for auditors means it would be approximately 150.

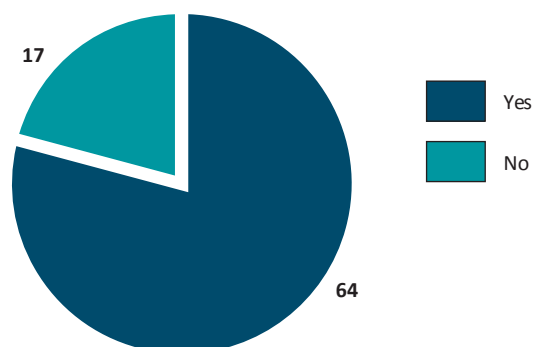
AMHSA processed the 6th highest PIR refunds awarded in 2016 – more than \$3.5 million in rebates* and more than 120 CORs.

Its audit tool was revised and launched online through eCompliance and related training courses (Audit Refresher and Health and Safety Auditing) were also revised. This content obtained approval from Partnerships.

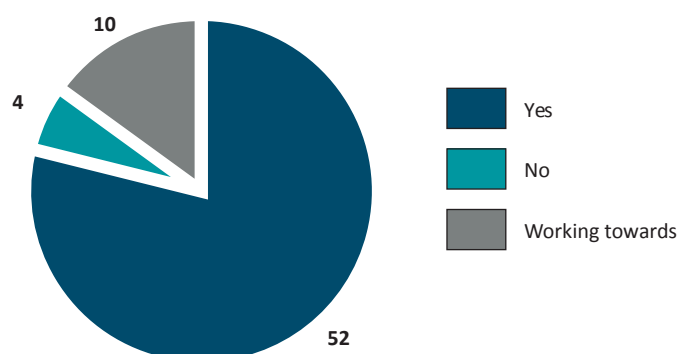
* Figure does not include WCB – Alberta surplus distribution

As a Certifying Partner, AMHSA: trains and certifies auditors, coordinates peer audits, conducts quality assurance reviews, liaises with Alberta Labour and WCB – Alberta, and provides information to employers and auditors.

Is your municipality registered in the PIR (Partnerships in Injury Reduction)?



If yes, has your municipality achieved a Certificate of Recognition (COR)?



“I was extremely impressed with the level of support, assistance, and friendly advice from the northern office while working through a COR audit.”

– Members Survey

APPENDICES



APPENDIX A:

Course Participation Comparison

General and customized training is provided by AMHSA instructors. Participants who have successfully completed AMHSA's Train-the-Trainer programs are certified to provide in-house training to their employees using AMHSA course and training materials.

Online Courses	2014	2015	2016	Grand Total
Accident/Incident Investigation		230	414	644
Aerial and Scissor Lifts		29	31	60
Air Brakes Study Guide			1	1
Alcohol and Drug Awareness		1		1
Asbestos Awareness	1	3		4
Back Safety		1	5	6
Backing Safety Fundamentals	19	22	21	62
Bear Awareness	147	65	18	230
Behaviour-Based Safety			21	21
Boom Truck Awareness			1	1
Cargo Securement Flatbeds			19	19
Chainsaw Safety		25	88	113
Commercial Driver Training Program			1	1
Compressed Gas Cylinders			2	2
Confined Space Awareness for Entrants & Monitors	6			6
Confined Space Entry	5	27	21	53
Confined Space Entry and Monitor	5	23	11	39
Daily Trip Inspection			27	27
Defensive Driving		37	94	131
Defensive Driving - 3 Demerit Reduction Program	8	44	138	190
Defensive Driving Fundamentals	23		14	37
Dog Bite Prevention		25	64	89
Emergency Procedures	1	10	4	15
Fall Protection		42	20	62
Fall Protection Awareness		20	8	28
Fatigue Management for Drivers		1	1	2
Fatigue Management for Supervisors		2	2	4
Fire Extinguisher Use		3	2	5
Firefighting & Fire Extinguisher Safety	2	2		4
Forklift Training (Counterbalanced)			12	12
Formal Workplace Inspections	13	52	235	300
Ground Disturbance for Supervisors 201		16	35	51
Harassment Prevention Training		3	3	6
Hazard Identification, Assessment and Control	44	125	569	738
Joint Health and Safety Committees		3	62	65
Leadership For Safety Excellence		399	695	1,094
Lockout Tagout in the Workplace		50	40	90

Occupational Disease			8	8
Office Ergonomics			92	92
Orientation - Train the Trainer		2	46	48
Overhead and Gantry Crane Safety			2	2
Pool Safety		2	7	9
Safety Knowledge Evaluation (SKE)			13	13
Supervisor's Role		11	122	133
Traffic Control Persons for Construction			1	1
Transportation of Dangerous Goods – TDG Online	67	121	151	339
Transportation of Dangerous Goods (TDG)(WHMIS & TDG)		1		1
Vehicle Mounted Aerial Lift (Bucket Trucks)		1	5	6
Verbal Judo - Essential Conflict Management			6	6
WHMIS	257	181	8	446
WHMIS 2015		151	586	737
WHMIS 2015 and 1988		290	100	390
WHMIS(WHMIS & TDG)	1	1		2
Winter Driving Fundamentals			3	3
Working Alone			3	3
Workplace Violence Prevention			10	10
Totals	599	2,021	3,842	6,462

On-Site Classroom	2014	2015	2016	Grand Total
Accident/Incident Investigation	235	317	296	848
Audit Refresher	91	168	131	390
Cargo Securement (General)	96	205	124	425
Cargo Securement (with Truck Safety Module)		47	95	142
City of Edmonton Leadership for Safety Excellence	100	37	120	257
City of Edmonton LSE Mod 1	2			2
City of Edmonton LSE Mod 2	2			2
City of Edmonton LSE Mod 3	6			6
City of Edmonton LSE Mod 4	4			4
City of Edmonton LSE Mods 1&2	211	163	132	506
City of Edmonton LSE Mods 3&4	246	143	130	519
City of Lethbridge: LSE	49	30	26	105
Confined Space Entry	223	170	105	498
Defensive Driving	695	798	716	2209
Fall Protection	81	70	75	226
Fed Gas Co-Op: Hazard & CSE		4	29	33
Flag Person - Train the Trainer	31	52	64	147
Flag Person: General	35	144	114	293

Formal Workplace Inspections	323	246	193	762
Ground Disturbance, Trenching, and Excavation	408	288	290	986
Hazard Identification, Assessment and Control	455	327	280	1062
Health & Safety Management Systems	128	126	100	354
Health and Safety Auditing	86	124	104	314
Joint Health and Safety Committees	265	326	210	801
Leadership For Safety Excellence	357	339	387	1083
MDP - Industrial Ergonomics	81	133	129	343
MDP - Office Ergonomics	41	135	47	223
OH&S Act, Regulation, and Code Overview	541	225	138	904
Operator Safety - ATV Rider	15	18	3	36
Operator Safety - Backhoe/Loader	42	42	74	158
Operator Safety - Front End Loader	73	95	158	326
Operator Safety - Plow Truck Sander	11	56	44	111
Operator Safety - Road Grader	36	42	26	104
Operator Safety - Skid Steer	132	136	132	400
Orientation - Train the Trainer	57	25	5	87
PDI	71	59	12	142
Prime Contractor	336	473	326	1,135
SECOR	14		6	20
Supervisor's Role	145	110	87	342
WHMIS	58	35	11	104
WHMIS 1988: Train-the-Trainer	41	69	4	114
WHMIS 2015			93	93
WHMIS 2015 - Train the Trainer			136	136
Working Alone	196	66	127	389
Workplace Violence Prevention (Full Day)		56	60	116
Workplace Violence Prevention (Half Day)		41	134	175
Workplace Violence Prevention Workshop	149	169	25	343
WVP - Archived	564	239		803
Total	6,732	6,348	5,498	18,578

In-House(Internal Municipal Instructors)	2014	2015	2016	Grand Total
Cargo In-House	36	223	258	517
Flag Person In-House	300	538	529	1,367
WHMIS In-House	1,968	1,382	1,061	4,411
Total	2,304	2,143	1,848	6,295
Grand Total	9,635	10,512	11,188	3,159

APPENDIX B:

2016 Associate Members

While we primarily assist municipalities in their workplace occupational health and safety efforts, other Alberta employers may join AMHSA as an Associate Member for an annual fee.

Our associate members – typically small businesses – can access several different services including online and classroom courses and certification.

AMHSA 2016 Associate Members are:

Alberta Capital Region Wastewater Commission
ATB Financial
Auburn Bay Residents Association
Automated Aquatics Canada Ltd
Calgary Parking Authority
Calgary Zoological Society
Chappell Gardens Residency Association
Cranston Residents Association
Alberta Federation of Gas Co-ops
DAVG Consulting Inc.
Industrial Machine Inc.
New Brighton Residents Association
Peace Wapiti School Division No 76
Procesco Inc.
Wolf Creek Public Schools
GHD Limited
Peace Regional Waste Management Company
Rocky View Water - Co-Op

Updated, December 28, 2016

APPENDIX C:

Audited Financial Statements

Alberta Municipal Health & Safety Association Financial Statements

December 31, 2016

To the Members of Alberta Municipal Health & Safety Association:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors ("the Board") is composed entirely of Directors who are neither management nor employees of the Association. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Association's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

May 10, 2017



Jim Moroney, Executive Director

To the Members of 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, 2016, and the statements of operations, changes in net assets and cash flows 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted 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 auditors' 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.

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, 2016 and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Calgary, Alberta

May 10, 2017

MNP LLP

Chartered Professional Accountants

Alberta Municipal Health & Safety Association

Statement of Financial Position

As at December 31, 2016

	2016	2015
Assets		
Current		
Cash (Note 3)	934,707	671,606
Accounts receivable	59,993	77,617
Short term investments (Note 4), (Note 6)	200,000	200,000
Goods and Services Tax receivable	9,042	11,023
Prepaid expenses and deposits	16,238	20,942
Inventory (Note 5)	121,785	68,426
	1,341,765	1,049,614
Restricted assets (Note 6)	368,367	572,206
Capital assets (Note 7)	678,438	562,044
	2,388,570	2,183,864
Liabilities		
Current		
Accounts payable and accrued liabilities	112,576	83,814
Deferred contributions (Note 8)	368,367	572,206
	480,943	656,020
Commitments (Note 9)		
Net Assets		
Unrestricted	1,229,188	965,800
Invested in capital assets	678,439	562,044
	1,907,627	1,527,844
	2,388,570	2,183,864

Approved on behalf of the Board



 Jeremy Wickson, Director



 Christopher Collier, Vice-Chair

The accompanying notes are an integral part of these financial statements

Alberta Municipal Health & Safety Association

Statement of Operations

For the year ended December 31, 2016

	2016 Budget (unaudited)	2016 Actual	2015 Actual
Revenue			
WCB grant	1,500,000	1,500,000	1,500,000
Program registrations	510,000	553,198	588,349
WCB dividend grant (Note 8)	-	202,353	199,611
Alberta Justice funding (Note 8)	-	21,486	4,594
Sale of materials	48,000	57,644	36,338
Interest	5,000	2,797	3,109
Other	15,000	6,196	4,793
Increase (decrease) in WCB funds held on deposit	100,000	194,694	(47,137)
	2,178,000	2,538,368	2,289,657
Expenses			
Salaries and benefits	1,070,541	1,017,552	871,094
Rent	127,000	131,114	116,371
Contract services	129,800	95,384	115,433
Office expenses	79,659	83,346	82,448
Travel and subsistence	80,000	44,464	42,095
Advertising	30,000	42,955	15,876
Computer	38,500	34,854	20,139
Telephone	27,000	23,810	13,547
Repairs and maintenance	10,000	22,531	12,913
Professional development	15,000	8,896	7,462
Office equipment lease	8,000	6,474	5,188
Bank charges and interest	6,500	5,495	7,703
Automotive	-	4,660	7,039
Membership fees	-	4,527	4,376
Insurance	5,000	3,259	3,282
Bad debts	1,000	188	188
	1,628,000	1,529,509	1,325,154
Program development and training			
Instructors and resource people	260,000	289,172	291,298
Travel and facility rent	140,000	132,111	151,215
Preparation and materials	120,000	63,025	92,525
	520,000	484,308	535,038

Continued on next page

Alberta Municipal Health & Safety Association

Statement of Operations

For the year ended December 31, 2016

	2016 Budget (unaudited)	2016 Actual	2015 Actual
Special project grant expenses			
Database	-	33,675	14,354
Online learning project	-	443	-
Compliance audit tool	-	-	15,400
Project administrative support	-	-	3,852
Online audit tool member training	-	-	1,982
	-	34,118	35,588
Board expenses	15,000	12,160	10,187
Total expenses	2,163,000	2,060,095	1,905,967
Excess of revenue over expenses from operations	15,000	478,273	383,690
Other items			
Amortization expense	-	(98,490)	(90,478)
Excess of revenue over expenses	15,000	379,783	293,212

The accompanying notes are an integral part of these financial statements

Alberta Municipal Health & Safety Association
Statement of Changes in Net Assets

For the year ended December 31, 2016

	<i>Unrestricted</i>	<i>Invested in capital assets</i>	2016 <i>Actual</i>	2015 <i>Actual</i>
Net assets beginning of year	965,800	562,044	1,527,844	1,234,632
Excess of revenue over expenses	478,273	(98,490)	379,783	293,212
Purchase of capital assets	(214,885)	214,885	-	-
Net assets, end of year	1,229,188	678,439	1,907,627	1,527,844

The accompanying notes are an integral part of these financial statements

Alberta Municipal Health & Safety Association

Statement of Cash Flows

For the year ended December 31, 2016

	2016	2015
Cash provided by (used for) the following activities		
Operating		
Cash receipts from grants	1,520,000	1,750,000
Cash received from contributions	634,662	625,830
Cash paid for program service expenses	(1,054,959)	(1,024,291)
Cash paid for salaries and benefits	(1,017,552)	(871,094)
Cash paid for interest	(5,495)	(7,703)
Increase (decrease) in funds held on deposit at WCB	194,694	(47,137)
Cash receipts from interest	2,797	3,109
	274,147	428,714
	-	-
Investing		
Purchase of short term investments	(200,000)	-
Proceeds on disposal of short term investments	200,000	100,000
Purchase of capital assets	(214,885)	(163,802)
	(214,885)	(63,802)
Increase in cash resources	59,262	364,912
Cash resources, beginning of year	1,043,812	678,900
Cash resources, end of year	1,103,074	1,043,812
Cash resources are composed of:		
Cash	934,707	671,606
Restricted cash (Note 3), (Note 6)	168,367	372,206
	1,103,074	1,043,812

The accompanying notes are an integral part of these financial statements

Alberta Municipal Health & Safety Association

Notes to the Financial Statements

For the year ended December 31, 2016

1. Incorporation and nature of the organization

The Alberta Municipal Health & Safety Association (the "Association") was incorporated on July 12, 1991 under the Societies Act of the Province of Alberta and is registered as a Society and therefore is exempt from income taxes under the Income Tax Act (the "Act"). In order to maintain its status as a registered Society under the Act, the Association must meet certain requirements within the Act. In the opinion of management these requirements have been met.

The Association operates in the municipal sector and provides safety training and training materials to all municipalities in Alberta.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada using the following significant accounting policies:

Cash and cash equivalents

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

Short-term investments

Short-term investments consist of guaranteed investment certificates ("GICs") recorded at amortized cost.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Net realizable value is the estimated selling price in the ordinary course of business.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

	Rate
Automotive	5 years
Computer equipment	3 years
Computer software	3 years
Database and web-based tools	4 to 10 years
Furniture and fixtures	4 years
Leasehold improvements	5 - 10 years
Library	5 years

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted investment income is recognized as revenue when earned.

WCB grant revenue is recognized when received. Program materials revenue is recognized when programs are finished and materials are sold. Restricted grant revenue is recognized when qualifying expenditures are incurred.

Alberta Municipal Health & Safety Association

Notes to the Financial Statements

For the year ended December 31, 2016

2. Significant accounting policies (continued from previous page)

Employee future benefits

The Association's employee future benefit program consists of a defined contribution pension plan where the Association and employee each contribute a percentage of the employee's salary to the RRSP Contribution Plan ("the Pension Plan"). The contribution rates are equivalent to those established by the Alberta Local Authorities Pension Plan ("LAPP"). Employee participation is optional. Employee contributions are at a rate of 10.39% up to the Year's Maximum Pensionable Earnings ("YMPE") as established by the Canada Pension Plan and 14.84% thereafter (2015 - 10.39% and 14.84% respectively). Contributions by the Association are at a rate of 11.39% up to the YMPE and 15.84% thereafter (2015 - 11.39% and 15.84% respectively). The YMPE for the year is \$54,900 (2015 - \$53,600). During the year, the Association contributed \$98,114 (2015 - \$87,624) to the Pension Plan.

Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Cash held by WCB on behalf of the Association is based on WCB estimated annual surpluses that are not finalized prior to the release of the Association's financial statements. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Provisions are made for slow moving and obsolete inventory. 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 revenue over expenses in the periods in which they become known.

Financial instruments

The Association recognizes its financial instruments when the Association becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions*.

At initial recognition, the Association may irrevocably elect to subsequently measure any financial instrument at fair value. The Association has not made such an election during the year.

All of the Association's financial assets and liabilities are recorded at cost or amortized cost.

Financial asset impairment:

The Association assesses impairment of all of its financial assets measured at cost or amortized cost. The Association groups assets for impairment testing when there are numerous assets affected by the same factors. When there is an indication of impairment, the Association determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Association reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Association reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of revenue over expenses in the year the reversal occurs.

Alberta Municipal Health & Safety Association
Notes to the Financial Statements
For the year ended December 31, 2016

3. Cash

	2016	2015
General bank account	447,778	442,357
Special projects account	104,527	402,749
Contingency account	214,984	57,615
Funds held on deposit by WCB on behalf of the Association	335,785	141,091
Less: amounts classified as restricted assets	(168,367)	(372,206)
	934,707	671,606

The special projects account consists of funds internally designated for use in specific projects approved by the Board of Directors.

4. Short-term investments

Consist of GICs that are 12 month renewable and generate interest at a rate of 0.50% per annum (2015 - 0.65% per annum). The GICs mature between April and May 2017 (2015 - April and July 2016).

	2016	2015
Total GICs	400,000	400,000
Less: amounts classified as restricted assets	(200,000)	(200,000)
	200,000	200,000

5. Inventory

Inventory is comprised of training materials available for sale in conjunction with the Association's training programs. The cost of inventories recognized as an expense and included in program development, preparation and materials expenses is \$63,025 (2015 - \$92,525).

6. Restricted assets

	Sub-notes	2016	2015
Restricted cash and short-term investments:			
Restricted cash	(i)	168,367	372,206
Restricted short-term investments	(ii)	200,000	200,000
Total		368,367	572,206

Notes to restricted assets

(i) Restricted cash

Consists of cash which has been designated for use in specific projects disclosed in deferred revenue.

(ii) Restricted short-term investments

Consists of two \$100,000 Guaranteed Investment Certificates (GICs) which have been designated for use in specific projects disclosed in deferred revenue.

Alberta Municipal Health & Safety Association
Notes to the Financial Statements
For the year ended December 31, 2016

7. Capital assets

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Automotive	37,901	37,901	-	-
Computer equipment	67,448	54,300	13,148	457
Computer software	14,074	14,074	-	-
Database and web-based tools	804,319	275,568	528,751	396,693
Furniture and fixtures	155,923	150,104	5,819	11,062
Leasehold improvements	333,249	202,529	130,720	153,832
Library	106,306	106,306	-	-
	1,519,220	840,782	678,438	562,044

8. Deferred contributions

Deferred contributions consist of unspent revenue externally restricted for use in completing special projects approved by donors. Recognition of these amounts as revenue is deferred to periods when the specified expenditures are made. Changes in the deferred contribution balance are as follows:

	2016	2015
WCB special dividend grant funding		
Balance, beginning of year	320,720	520,331
Recognized as revenue during the year	(202,353)	(199,611)
Balance, end of year	118,367	320,720
Alberta Justice funding		
Balance, beginning of year	1,486	6,080
Received during the year	20,000	-
Recognized as revenue during the year	(21,486)	(4,594)
Balance, end of year	-	1,486
WCB Surplus Grant		
Balance, beginning of year	250,000	-
Received during the year	-	250,000
	250,000	250,000
Other deferred revenue		
Balance, beginning of year	-	500
Recognized as revenue during the year	-	(500)
	368,367	572,206

Grant revenues are recognized as the eligible expenditures are incurred. During the year, the eligible expenditures comprised expenses in the amount of \$33,675 (2015 - \$40,903) and capital asset additions of \$190,164 (2015 - \$163,802).

Alberta Municipal Health & Safety Association
Notes to the Financial Statements
For the year ended December 31, 2016

9. Commitments

The Association has entered into various lease agreements with estimated minimum annual payments for the next five years as follows:

2017	126,927
2018	127,873
2019	128,819
2020	128,819
2021	128,819
	<hr/>
	641,257

10. Financial instruments

The Association, as part of its operations, carries a number of financial instruments. It is management's opinion that the Association is not exposed to significant interest rate, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

11. Economic dependence

The Association's primary source of revenue is an operating grant from the Workers' Compensation Board of Alberta ("WCB"). The grant funding is dependant upon WCB approval of the Association's annual business plan. As at the date of the financial statements, the Association has obtained approval of the 2017 annual business plan.

12. Budget information

The budget information presented in these financial statements has been approved by the Board of Directors, is unaudited, and presented for information purposes only.

13. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.



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