

AGENDA & PRIORITIES

Council Committee

April 16, 2018

9:00 a.m.

AGENDA

A. AGENDA ADOPTION

B. CONFIRMATION OF MINUTES

1. January 15, 2018
Agenda & Priorities Council
Committee Meeting Minutes
-

C. PUBLIC WORKS INFRASTRUCTURE

1. Paving Priorities
-

D. AGRICULTURE & COMMUNITY SERVICES

1. Clearwater Campground/Caroline Chambers
-

E. LEGISLATIVE & INTERGOVERNMENTAL SERVICES PUBLIC WORKS INFRASTRUCTURE

1. DRAFT Public Participation Policy
-

F. ADJOURNMENT

NEXT SCHEDULED MEETING – JUNE 18, 2018*

***Rural Municipalities of Alberta (formerly AAMDC) – Member Visit**



AGENDA & PRIORITIES COUNCIL COMMITTEE

AGENDA ITEM

PROJECT: Paving Priorities		
PRESENTATION DATE: April 16, 2018		
DEPARTMENT: Public Works	WRITTEN BY: Erik Hansen Director, Infrastructure	REVIEWED BY: Rick Emmons, Interim CAO
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: ROAD SURFACING AND OTHER MAJOR PROJECTS – PRIORITY SETTING Policy		
STRATEGIC PLAN THEME: Managing Growth	PRIORITY AREA: Transportation	STRATEGIES: Support a transportation network that connects and moves residents and industry.
ATTACHMENTS: Surfacing Policy, Summer Village of Burnstick Lake Letter, Map		
RECOMMENDATION: That the committee accept this item as information and indicate their priorities from a paving perspective.		

BACKGROUND:

During the 2018 budget deliberations, Council directed staff to review paving priorities and bring that information back for Council's consideration. Council also allocated \$2,000,000.00 for preliminary work on a paving project.

For the benefit of Council, staff has compiled a brief history outlining the evolution of surfaced roads throughout the County.

1995- Clearwater County had very few surfaced roads. Ratepayer concerns regarding dust prompted the creation of a policy that strived to provide a surfaced road within 3 miles of all residents, where practical. As a cost-effective solution, the standard of surfacing adopted utilized ligno-sulfonate and chip seal to create a dust free road network.

In the late 90's Council determined that they had achieved this goal except for a few areas within the municipality that were deemed "impracticable".

1999- As more oil and gas development transitioned from the west country to deeded lands one of the major issues identified with the surfaced roads was that they came with a year-round weight restriction. Council determined that as industry was a major taxpayer (85%+) then the County should provide industry with the ability to move around the municipality at least most of the year. A more robust standard of surfaced road was adopted including 150mm of compacted gravel and a 75mm lift of asphalt concrete pavement. This structure was utilized for quite a few years and came with a 75% road ban during ban seasons.

1999-2009- Council's policy continued to evolve and included the addition of 8Km's of new road paving each year to expand the surfaced road network. The selection of the 8Km's of roads was determined by Council, however, given the numerous demands for paving by industry and residents, Council directed the administration to come up with a formula providing evaluation criteria which established paving priorities. The criteria that was settled on by Council consisted of: traffic count info, parcels served, number of residents, number of properties served and number of industrial properties served. The concerns or feedback relating to this policy was that the policy resulted in the paving of roads close to urban areas with little in way of paving in the outer or more rural portions of the municipality.

In 2010 Council amended Policy to reflect that the County would no longer use the 8km's a year as the selection criteria shifting the focus to completing links or roads that we connected paved sections, either municipal or provincial. Later in 2010 the Policy was amended to identify that all new paving would be constructed using a "Ban Free Structure".

In 2013 the Policy was amended to reflect what it is today, being; Typically, additional paved or surfaced road infrastructure development will only be expanded through funding partnerships such as: Provincial or Federal grant(s), third party funding (e.g. industry) or local improvement tax. Discussions with Council included the fundamental question of "Have we arrived at the end of our surfaced road inventory knowing the cost to construct and maintain asphalt surfaced roads? The answer has been generally yes with a few links still outstanding that would be nice to have.

The average life expectancy of an asphalt surface is approximately 15yrs. The County's surfaced road inventory consists of approximately 344 Km. As part of Clearwater County's Pavement Management Strategy an asphalt overlay is applied on a rotation to approximately 23 Km per year. Asphalt pricing is heavily dependant on the price of oil. Since 2009 the County has been aggressively taking advantage of the lower oil prices and increasing the weight carrying capability of our surfaced road network. In that time, most all surfaced roads have been brought up to a minimum 90% spring ban structure. In 2017 the County asphalt overlaid the Prairie Creek Road from Hwy 752 to Hwy 22. This project was 22.3 Km in length and cost approximately \$2,650,000.00. (\$118,834.00/Km). Based on 2017 pricing, every new kilometer of paved road requires and additional \$8,000.00 /Km/ year due to the lifecycle of the asphalt.

In 2018, Taimi Road is scheduled for reconstruction in preparation for base and pave in 2019. The revised estimate for this 6.4Km project is \$5,708,000.00. (\$887,000.00/Km). The increase from the original estimate is attributed to the work required for the large coulee at the north end of the project.

The following table is a list of common roads historically identified and paving priorities.

Road	Description	Length (km)	No. Residence	No. Industrial Property's	No. Property's Served	Total	Average Traffic Count	Average % of Trucks
Nordegg Residential	RR 15-2A North of Hwy 11	2.5	182	0	244	426	255	5%
Leslieville East	Hwy 761 to RR 4-3	6.0	16	4	12	32	235	8%
Burnstick Lake Road	End of ACP to RR 7-0	5.2	57	11	59	127	221	15%
River Road	Hwy 11 to Hwy 11a	3.2	28	2	32	62	316	9%
Crammond Road 1	Hwy 22 to Caroline S	5.0	21	9	35	65	182	19%
Stauffer Road 1	Hwy 761 to RR 6-1	11	19	7	20	46	188	21%
RR 5-2	Hwy 54-Crammond	7.25	36	9	43	88	155	14%
Aurora Hall Road	S.H.761 to Boundary	5.5	12	11	16	39	153	17%
Gimlet Road	County Portion	6.4	17	12	24	53	152	20%
Beaver Flat Road 1	Hwy 12 north 12.8	12.8	21	32	37	90	124	16%
Old Hwy 11A	End of Pavement to 10 Mile RD	4.2	33	13	44	90	143	13%
Beaver Flat Road 2	Hwy 11 to SH 598	8.0	25	5	20	50	125	15%
Hespero Road	Hwy 11 to Twp 38-0	9.6	30	22	29	81	105	16%
Stauffer Road 2	Wall St. to Stauffer	6.4	12	3	17	32	91	21%
Twp RD 40-2	Hwy 761 to Beaver Flats	8	20	9	21	50	125	20%
Crammond Road 2	Caroline S.-Burnstick	3.2	10	7	12	29	125	10%
Evergreen Road	SH761 to Evergreen	4.8	8	4	13	25	139	14%
Strubble Lake Road	Twp 37-5A to Twp 37-4	2.4	32	15	27	74	127	10%
TWP 40-5	Hwy 22 to RR 7-4	1.6	29	5	36	70	143	6%
Resource Roads								
O'Chiese Road	Buster Crk to Reserve	16.7	0	42	0	42	488	15%
Speight Road 1	752-Range rd. 8-0	1.0	22	9	22	53	392	21%
Red Deer River Access	Hwy 734 to W of RR 7-5A	18.63	0	16	0	16	231	21%
Speight Road 2	Range 8-0 to Cow Cr.	6.1	10	11	8	29	243	28%
Oras Road	Plant to Hwy 53	8.0	0	26	2	28	92	26%
Prentice Creek Road	Hwy 11 to 40-2A	4.4	7	21	5	33	140	20%

Recently, the CAO from the Summer Village of Burnstick Lake (Therese Kleeberger) inquired if there was a project that may be mutually beneficial to the the Summer Village and the County. The Summer Village has approximately \$360,000.00 in grant funds available to contribute. Staff recently received a copy of the letter from the Summer Village addressed to Reeve Vandermeer in this regard. Grading and base paving the Burnstick Lake Road from the end of the pavement south to the campground (5.2Km) is estimated at \$4,300,000.00.

See attached Letter and Map

Clearwater County

ROAD SURFACING AND OTHER MAJOR PROJECTS – PRIORITY SETTING

EFFECTIVE DATE: August 26, 2003

Revised date: July 29, 2010, May 28, 2013

SECTION: Public Works

POLICY STATEMENT:

To guide administration in making recommendations to Council and to assist Council in determining road surfacing priorities in the County.

PROCEDURE:

1. The primary priority for the existing surfaced road network will be to the development of ban free road structures.
2. Typically, additional paved or surfaced road infrastructure development will only be expanded through funding partnerships such as: Provincial or Federal grant(s), third party funding (e.g. industry) or local improvement tax.
3. The maintenance overlays will be reflected on a priority list with a 3 year paving capital budget, as well as a 7 year forecast being used to assist in capital and financial planning.
4. Depending on the construction techniques utilized and the availability of funds, subgrade preparation work and surfacing work may occur in the same construction year.
5. All new asphalt surfaced road structures shall be constructed as to achieve a weight allowance minimum of 100% during ban season.
6. To assist in establishing a priority list the following factors will be considered.
 - **Provides network links to areas of the municipality, between the Province's Provincial Highways and to other municipalities;**
 - **Provides for a fair distribution of paved surfaces throughout the settled or sparsely settled portions of the municipality;**
 - **Cost benefits of installing a paved surface as opposed to maintaining a highly used gravel road.**
7. Notwithstanding other sections of this policy, council will also prioritize major projects that will be worked on as funds and opportunities present themselves. This list will include only paving projects or major grading/regravelling projects in more remote areas of the County.

To assist in planning and pursuing projects of this nature council will annually place approximately \$ 300,000 in the annual municipal budget. This money may be used for upgrades to these roads, for cost sharing with industry or the Provincial Government, or it may be placed in a reserve for future use.

Roads that may be eligible for funding under this program include:

- Red Deer River Access Road
 - North Fork road
 - O'Chiese Road
 - Chungo Road
 - Swan Lake Road
 - Cutoff Creek Road
8. Construction standards will be established by Council on a recommendation from the Director, Public Works for each project through criteria set out in the Clearwater County Road Standards Policy. In determining these standards consideration will be given to the long term road utilization.



Summer Village of Burnstick Lake

Box 501
Caroline, AB TOM OMO

April 8, 2018

His Worship Reeve John Vandermeer
Clearwater County
Box 550
Rocky Mtn House, AB
T4T 1A4

Dear Mr. Vandermeer:

Re: Grant Funds Sharing

Through the various grant funds available to municipalities, the Summer Village of Burnstick Lake has accumulated a substantial amount of grant funds that we are unable to spend as we do not have enough capital projects that they could be applied to. In discussions with the province, they have suggested that the summer village partner with another municipality and provide these funds towards one of their projects that will benefit both communities. At this time, the Summer Village has \$360,000.00 available that we would like to share with Clearwater County.

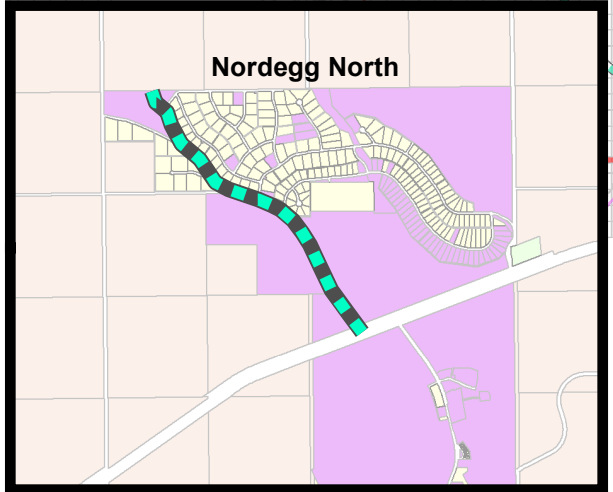
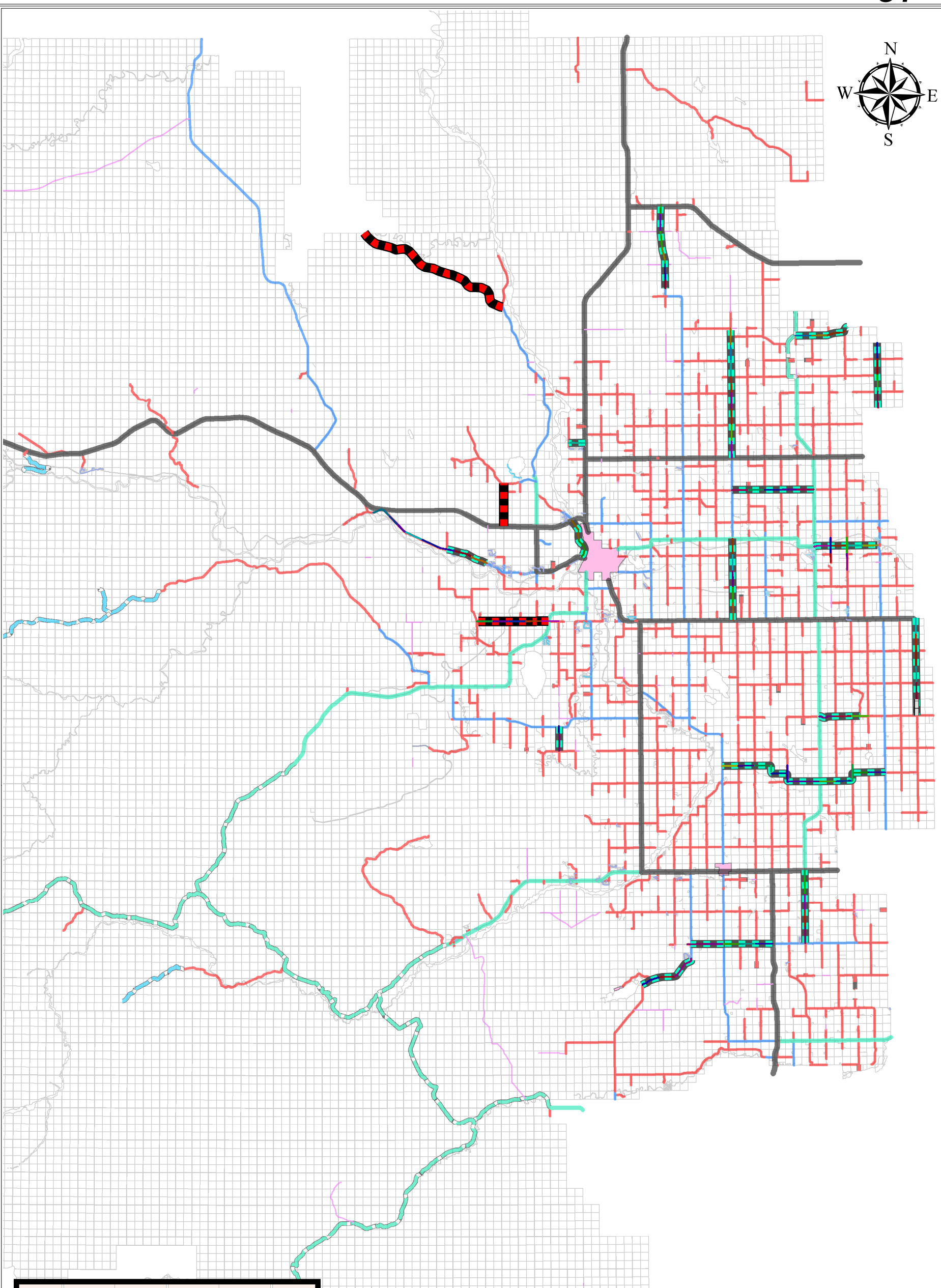
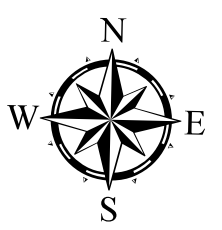
Council has discussed a couple of options and we would like your Council to consider the following proposals:

- Apply the funding towards a paving project on the main Burnstick Lake road to extend from where the pavement presently terminates near the Beaver Lake subdivision to the public campground known as the Burnstick Lake Campground at the east end of Burnstick Lake, or,
- Make improvements on the connector road from the main Burnstick Lake road to the entrance of the summer village whether it be some form of dust control or widening of areas along the road that are quite narrow.

We look forward to your decision and a potential partnership with you on a project. If you would like to discuss this matter further please do not hesitate to contact us.

Sincerely,

Harold Esche
Mayor



Priority Roads





AGENDA & PRIORITIES COUNCIL COMMITTEE

AGENDA ITEM

SUBJECT: Clearwater Campground/Caroline Chamber of Commerce		
PRESENTATION DATE: April 16 th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson / Director, Ag & Community Services	REVIEWED BY: Rick Emmons / Interim CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): 1) Clearwater Campground Map 2) Clearwater Campground Phase 1 Business and Development Plan 3) Caroline Chamber of Commerce Financial Statements 4) Summary of Financial Statements		
RECOMMENDATION: That the A and P Committee recommend to Council to enter into an agreement with the Caroline Chamber of Commerce to operate the Clearwater Campground.		

BACKGROUND:

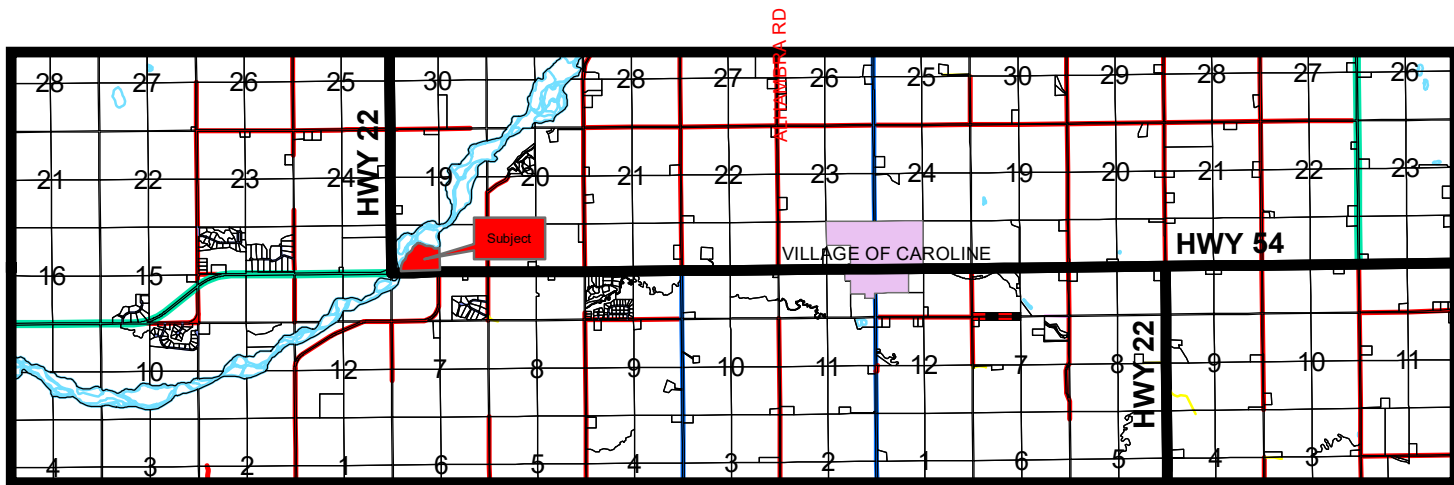
The historical Clearwater Campground, leased to the County from the Provincial Government, was significantly damaged by the 2013 flood. Funded by the Disaster Recovery Program, Public Works rebuilt the campground in a new location a short distance to the east outside of the flood plain. The campground consists of 17 serviced sites. Prior to the flood the old campground was operated as an overflow site by the nearby private campground operator.

Most of the other campgrounds the County leases from the Provincial government including Burntstick Lake, Cow Lake, and Open Creek, are operated by community groups with any profits generated invested back into the campground as well as used to support the activities of the operating community group. Where a capable community groups exists, this process appears to have served the County well. Shunda Campground near Nordegg utilizes a private operator.

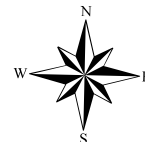
The Caroline Chamber of Commerce has expressed their interest to operate the Clearwater Campground. The Chamber currently operates the Burntstick Lake Campground using any profits generated to fund maintenance and improvements at the campground, the Chambers general operating expenses, as well as programs delivered through the Caroline Hub.

Due to the size of the Clearwater Campground it is administration's opinion that contracting the operations to the Chamber may be the best option. Utilizing efficiencies from the operation of the Burntstick lake campground the Chamber may be able to leverage this resource to generate funds for improvements or services through the Caroline Hub, or at minimum increase tourism opportunities for the area.

D1



Clearwater Campground
N.W. 18-36-6 W5



Clearwater Campground Phase 1 Business & Development Plan



August 2016

Clearwater County
4340 – 47 Avenue
Rocky Mountain House, AB
T4T 1A4



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Clearwater Campground Phase 1 Business & Development Plan

1. Introduction

The proposed Clearwater Campground is located adjacent to Highway 54, Highway 22 and the Clearwater River, approximately 7 kilometers west of Caroline, in Clearwater County. The parcel is legally described as the NW quarter of Section 18, Township 36, Range 6, West of the 5th Meridian, and is shown on the attached plan.

Clearwater County intends to re-build and re-open the campground in two phases following approval of this application by Alberta Environment and Parks, to replace the old Clearwater Campground that was destroyed by flooding in 2013. This application deals with the first phase of campground development, and the second phase will be included under a separate application.

2. Rationale and Business Case

As noted, the old Clearwater Campground successfully operated at this location for numerous years prior to the 2013 floods, providing valuable recreation and outdoors amenities for the County and visitors from other areas. The campground was completely destroyed by these floods, and the County is now seeking to develop the first phase of a replacement campground.

The proposed development is similar to the old campground, and will not have any greater impact on neighbouring properties or the natural environment. The proper design and construction of the campground will protect the surrounding Crown land and appropriately mitigate or prevent any land use or environmental conflicts.

3. Due Diligence

3.1 First Nations Consultation

In 2014, consultation with the O'Chiese and Sunchild First Nations regarding the proposed Clearwater Campground project was deemed adequate by the Aboriginal Consultation Office. In 2015, the Aboriginal Consultation Office confirmed that no further consultation was required, as the 2014 consultation was already deemed adequate.

3.2 Weed Assessment

A formal weed assessment has not been completed; however, the County will assess and manage weeds during the development and operation of the campground on an ongoing, as-required basis.

4. Campground Development

Preparation of the site for campground development will involve selective cutting of trees, where required, the placement of geotextile material, and the placement and compaction of clay and gravel for roadways and campsites. The clay and gravel will be transported from an off-site location, and the site preparation will involve only minimal excavation and topsoil stripping within the campground site.

5. Campground Design

5.1 Campsites

The first phase of the proposed Clearwater Campground has been designed with 17 campsites on a looping roadway. The campsites are approximately 25 metres deep and are designed to accommodate tents and recreational vehicles (RVs). Vehicle parking spaces, fire pits and picnic tables will be provided at each site.

5.2 Servicing

The proposed Clearwater Campground will be serviced with outhouses, and sanitary sewage will be stored in tanks and hauled and disposed of off-site. Water will not be provided.

Dumpsters will be provided in the campground for the collection of garbage. Electricity will not be provided to the campground.

5.3 Recreation Amenities

A day use area with parking and river access will be located adjacent to the proposed Clearwater Campground. Nearby recreation amenities include the Clearwater Ricinus Natural Area, the Chedderville Natural Area, and numerous lakes.

5.4 Parking

As previously noted, parking for a minimum of one vehicle will be provided with each campsite, and additional parking will be provided in the day use area adjacent to the proposed campground.

5.5 Fencing and Buffers

The proposed campground will not be fenced, but existing trees will be retained wherever possible to provide buffering from Highway 54 and screening between individual campsites.

6. Campground Operation

Once the Clearwater Campground is constructed, the County will contract the operation and ongoing maintenance of the campground to a qualified operator. The contract will include the collection of fees, management of the campground, garbage collection and disposal, and sanitary sewage disposal.

6.1 Emergency Services

If and when required, emergency services will be dispatched from the surrounding municipalities. The Village of Caroline has a Volunteer Ambulance Association that utilizes volunteer EMTs and EMRs to serve the Village of Caroline and the surrounding 1,070 square kilometer service area.

The Clearwater Regional Fire Rescue Service has a fire station in the Village of Caroline with light rescue, pumper, and tanker trucks.

Royal Canadian Mounted Police (RCMP) service would be dispatched from the Rocky Mountain House detachment.

6.2 Fire Smart

The proposed Clearwater Campground will be designed and operated in accordance with the Province of Alberta's FireSmart guidelines. Campground design and maintenance will minimize the possibility of fires starting in the campground, and spreading through the campground.

Campground roadways will provide hard surfaced, all-weather access for firefighting equipment.

Campsites within the Clearwater Campground will be laid out to maximize the separation distance of fire pits from natural vegetation at the boundaries of the site. Fire pits provided at each campsite will be made of metal or concrete blocks, and fires will only be permitted within these pits. Fire pits will be firmly fixed in place, and surrounded by non-combustible materials (gravel camping pad).

Campers will be reminded to ensure that their fires are completely extinguished, and wildfire hazard ratings will be posted at the campsite. In the event of a fire ban, the campground contractor will ensure that no campfires are lit within the campground.

Selective tree clearing and campground maintenance will be used to minimize ladder fuels (woody debris, low lying branches, downed trees, etc.) and limit the transmission of ground fires to the forest crown. Selective cutting and thinning at the boundaries of the site will also help to reduce the risk of rapidly spreading fire, particularly on slopes. Grass in the common areas of the campground will be regularly mowed to reduce the potential for grass fires.

As previously noted, fire protection will be provided by the Clearwater Regional Fire Rescue Service from their base in the Village of Caroline. The river access adjacent to the Clearwater Campground can be used to re-fill fire trucks, if required, and campground roadways will provide hard surfaced, all-weather access for firefighting equipment.

6.3 Bear Smart

The proposed Clearwater Campground will also be designed and operated in accordance with Bear Smart guidelines. Bear proof bins will be provided for garbage disposal, and garbage will be collected and hauled off-site on a regular basis. The campground operator will remind campers to:

- Keep campsites free of garbage;
- Store food and toilet articles (such as soap and toothpaste) in vehicles;
- Dispose of water from cooking, cleaning dishes and bathing in outhouses or bear-proof bins;
- Dispose of food scraps in bear-proof bins instead of fire pits;
- Keep pets leashed at all times; and
- Closely supervise children at all times.

The campground operator will be responsible for monitoring campground activities and enforcing bear smart behaviour, and dealing with any bears in the vicinity with Fish and Wildlife Officers.

7. Campground Lifespan and Reclamation

The proposed Clearwater Campground is expected to operate for the long term, potentially for the next 100 years. When the campground is to be closed and reclaimed, the gravel and geotextile placed on the roadways and campsites will be removed and vegetation will re-establish naturally on the underlying soils. Any outhouses in the campground will be removed and filled according to environmental best practices.



April 4, 2018

Clearwater County
4340 – 47 Avenue
Rocky Mountain House, Alberta
T4T 1A4

Attention: Matt Martinson
Director, Agriculture & Community Services
Clearwater County



Dear Matt,

Please find enclosed:

- Combined Financial Statements for the Caroline Community Health & Wellness Centre and the Caroline & District Chamber of Commerce for 2015.
- Individual Financial Statements for the Caroline Community Health & Wellness Centre and the Caroline & District Chamber of Commerce for 2016.
- Individual Financial Statements for the Caroline Community Health & Wellness Centre and the Caroline & District Chamber of Commerce for 2017.
- Notice to Reader

Sincerely,

Reg Dean
President
Caroline & District Chamber of Commerce



NOTICE TO READER

- 1. Our goal is to maintain three years of operating and capital expenses in reserve for the Caroline Community Health & Wellness Centre due to the instability of the economy. This should enable the Caroline Community Health & Wellness Centre to decrease any requisition requests to Clearwater County.**
- 2. Our goal is to maintain three years of operating and capital expenses in reserve for the Caroline & District Chamber of Commerce for improvement and possible future expansion of the Burnstick Lake Campground.**
- 3. The potential revenue from the Clearwater Hill Campground could also ensure stability for the Wellness Centre and the Chamber of Commerce.**
- 4. Caroline Community Health & Wellness Centre services:**
 - Rocky Mountain House Medical Clinic**
 - Moose & Squirrel Clinic**
 - Chiropractic Services**
 - Massage therapy**
 - Addiction & Mental Health Services**
 - Physiotherapist**
 - Home Care**
 - Heart Smart Program**
 - Sundre Family Pharmacy**
 - Foot Care**
 - Well Baby Clinics**
 - Flu Clinics**
 - Limited Blood Services through Moose & Squirrel Clinic, Sundre**




Caroline & District
Chamber of Commerce

Caroline and District Chamber
of Commerce Association
Box 90 Caroline AB T0M 0M0
web: carolchamber.ca
email: ccoc@telus.net
Ph: (403) 722-4066
Fax: (403) 722-4002

April 12, 2017-04-12

Annual audit and review completed by Dan Burger and Earl Graham for Caroline Medical Clinic and Caroline & District Chamber of Commerce.





EARL GRAHAM

Caroline & District Chamber of Commerce
Box 90
Caroline AB
TOM OMO
FINANCIAL STATEMENT
JAN. – DEC. 2016

Assets

Bank	\$33537.97
Capital Assets	<u>\$ 900.00</u>

Total Assets\$34437.97**Liabilities**

Accounts Payable	<u>\$ 6007.01</u>
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Total Liabilities\$ 6007.01**Income**

Membership Dues	\$ 1950.00
Fundraising	\$ 5786.00
Group Insurance commission	\$509.84
Burntstick Lake Revenue	\$28284.59
Miscellaneous Revenue	<u>\$ 2017.71</u>

Total Income\$38548.14**Expenses**

Payroll Expenses	\$ 9928.09
Insurance	\$ 1665.54
Rent	\$11000.00
Telephone & Utilities	\$ 2204.03
Other expenses	<u>\$17486.22</u>

\$42283.88

Caroline & District Chamber of Commerce
Income Statement 01/01/16 to 12/31/16

D1

REVENUE

Sales Revenue

Membership Dues	1,950.00
Donations	5,786.00
Grants	0.00
Group Insurance Commission	509.84
Ab Chamber Group Commission	0.00
Burntstick Lake Revenue	28,284.59
Radio Advertising Revenue	0.00
Print Advertising Revenue	0.00
Website Revenue	0.00
Sales	0.00
Sales Returns	0.00
Early Payment Sales Discounts	0.00

Net Sales 36,530.43

Other Revenue

Freight Revenue	0.00
Interest Revenue	7.71
Miscellaneous Revenue	2,010.00

Total Other Revenue 2,017.71

TOTAL REVENUE

38,548.14

EXPENSE

Cost of Goods Sold

Item Assembly Costs	0.00
Adjustment Write-off	0.00
Subcontracts	0.00
Purchases	0.00
Purchase Returns	0.00
Early Payment Purchase Discou...	0.00

Net Purchases	0.00
Freight Expense	0.00

Total Cost of Goods Sold 0.00

Payroll Expenses

Wages & Salaries	9,928.09
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
Payroll Penalties	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00

Total Payroll Expense 9,928.09

General & Administrative Expense

Accounting & Legal	0.00
Bad Debt	0.00
2011 adjustments	0.00
Advertising & Promotions	3,968.68
Newspaper subscriptions	1,013.70
Website	300.00
Business Fees & Licenses	0.00
Cash Short/Over	0.00
Courier & Postage	550.78
Amortization Expense	0.00
Income Taxes	68.53
Insurance	1,665.54
Interest & Bank Charges	10.00

Revenue - 38548.14
 Expenses - 42283.88
Net Loss - 3735.74

Big expense - fireworks - 3000
 signs - 3968.68

D1

Caroline & District Chamber of Commerce
Income Statement 01/01/16 to 12/31/16

Office Supplies	350.99
Photocopies	81.40
Property Taxes	0.00
Gravel	1,365.00
BSL supplies	278.25
Motor Vehicle Expenses	0.00
Miscellaneous Expenses	0.00
Misc Parade Expenses	2,059.46
Parade Supplies	41.99
community showcase expenses	1,685.59
Realized Exchange Gain/Loss	0.00
Rent	11,000.00
Rent - hall	0.00
Repair & Maintenance	0.00
Telephone	1,651.55
Internet Service	0.00
Travel & Entertainment	0.00
Conference Fees	0.00
Travel & Ent:Non-Reimbursable	0.00
Utilities	552.48
Dues & Subscriptions	508.35
Dir Meeting Exp	218.36
Gifts & Promotions	3,952.36
Candy	717.00
Snacks & Drinks	315.78
Total General & Admin. Expen...	<u>32,355.79</u>
TOTAL EXPENSE	<u>42,283.88</u>
IET INCOME	<u>-3,735.74</u>

**Caroline & District Chamber of Commerce
Balance Sheet As at 12/31/16**

D1

ASSET

Current Assets

ATB Checking Comm Spirit -24	28,150.66	
ATB Checking Account - 02	1,264.85	
cash in and out	0.00	
Cash to be deposited	-1,167.00	
Cash Draws	0.00	
ATB Savings Comm Spirit -01	27.30	
ATB T- Bill Savings Account 25	5,106.98	
Petty Cash	16.93	
ATB Term / GIC Investments	-6,353.61	
Total Cash		27,046.11
Investments		0.00
Accounts Receivable		9,089.14
A/R - Year end 2009	0.00	
A/R - 2010 Year End	0.00	
A/R - 2012 Year End	2,670.00	
A/R Year End 2013	-3,560.00	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		-890.00
Purchase Prepayments		-1,707.28
Prepaid Expenses		0.00
Total Current Assets		33,537.97

Capital Assets

Office Furniture & Equipment	900.00	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		900.00
Total Capital Assets		900.00

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Total Other Non-Current Assets		0.00

TOTAL ASSET

34,437.97

LIABILITY

Current Liabilities

Accounts Payable		0.00
A/P - 2009 Year End	0.00	
A/P - 2010 Year End	400.00	
A/P - 2012 Year End	0.00	
Total A/P		400.00
Bank Advances		0.00
Corporate Taxes payable		0.00
Payroll payable	6,391.51	
EI Payable	-304.17	
CPP Payable	-377.76	
Federal Income Tax Payable	-102.57	
Total Receiver General		5,607.01
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00

**Caroline & District Chamber of Commerce
Balance Sheet As at 12/31/16**

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Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	0.00	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
GST Owing (Refund)		0.00
Total Current Liabilities		<u>6,007.01</u>
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		<u>0.00</u>
TOTAL LIABILITY		<u>6,007.01</u>
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		32,166.70
Current Earnings		-3,735.74
Total Owners Equity		<u>28,430.96</u>
TOTAL EQUITY		<u>28,430.96</u>
LIABILITIES AND EQUITY		<u>34,437.97</u>

**Caroline & District Chamber of Commerce
Transactions by Account Report 01/01/16 to 12/31/16**

Sorted by: Date

Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
1010	ATB Checking Comm Spirit -24						
01/01/16	Caroline & District Ag Society	3727	J45	-	1,000.00	29,809.09	Dr
01/05/16	Alberta Chambers of Commerce	3728	J46	-	411.60	28,809.09	Dr
01/05/16	Caroline Supplies	27	J203	1,191.96	-	28,397.49	Dr
01/05/16	Receiver General	Cash	J307	-	267.75	29,589.45	Dr
01/12/16	Pioneer General Store	3726	J44	-	112.19	29,321.70	Dr
01/15/16		BS 12 31 15	J271	37.95	-	29,209.51	Dr
01/22/16	Mountaineer Publishing Company	3729	J47	-	443.26	29,247.46	Dr
01/22/16	Telus - CCOC office	3730	J48	-	89.94	28,804.20	Dr
01/22/16	Telus - Burnstick Lake	3732	J49	-	79.23	28,714.26	Dr
01/22/16	Epcor	3732	J50	-	68.47	28,635.03	Dr
01/22/16	Mountaineer Publishing Company	3733	J51	-	300.00	28,566.56	Dr
01/22/16	Caroline Supplies	3734	J52	-	539.28	27,727.28	Dr
01/22/16	Shannon Fagnan	3735	J53	-	189.93	27,537.35	Dr
01/26/16	Harvest Diner	3736	J54	-	32.55	27,504.80	Dr
01/26/16	336, Mateo Oilfield Services	5818	J75	50.00	-	27,554.80	Dr
01/26/16	Mateo Oilfield Services	28	J204	1,191.96	-	28,746.76	Dr
01/31/16	interest monthly	BS	J272	0.86	-	28,747.62	Dr
02/02/16	Caroline & District Ag Society	3737	J55	-	1,000.00	27,747.62	Dr
02/02/16	Telus - CCOC office	3739	J56	-	113.09	27,634.53	Dr
02/02/16	Shannon Fagnan	3738	J145	-	759.80	26,874.73	Dr
02/15/16		BS 12 31 15	J278	37.95	-	26,912.68	Dr
02/16/16	337, 752 West RV and ATV	2012	J76	284.59	-	27,197.27	Dr
02/16/16	338, Royal Canadian Legion - Caroli...	Cash	J77	50.00	-	27,247.27	Dr
02/16/16	Receiver General	Cash	J308	-	86.42	27,160.85	Dr
02/23/16	Telus - Burnstick Lake	3740	J57	-	79.23	27,081.62	Dr
02/23/16	Epcor	3741	J58	-	68.30	27,013.32	Dr
02/23/16	AMSC Insurance Services Ltd.	3742	J59	-	1,665.54	25,347.78	Dr
02/29/16	Interest monthly	BS	J280	0.71	-	25,348.49	Dr
03/08/16	Sundre Round Up	3743	J60	-	40.00	25,308.49	Dr
03/08/16	Alberta Urban Municipalities Associat...	3744	J61	-	57.75	25,250.74	Dr
03/08/16	Caroline & District Ag Society	3745	J62	-	1,000.00	24,250.74	Dr
03/08/16	339, Lazy M Lodge	3930	J78	50.00	-	24,300.74	Dr
03/08/16	340, Gateway Motel	489	J79	50.00	-	24,350.74	Dr
03/08/16	341, Caroline Supplies	1468	J80	50.00	-	24,400.74	Dr
03/08/16	342, Mateo Oilfield Services	5858	J81	50.00	-	24,450.74	Dr
03/08/16	343, Coles Auction	975	J82	50.00	-	24,500.74	Dr
03/08/16	344, Caroline Hotel	8765	J83	50.00	-	24,550.74	Dr
03/08/16	Shannon Fagnan	3746	J146	-	1,039.31	23,511.43	Dr
03/08/16	Receiver General	Cash	J154	-	129.65	23,381.78	Dr
03/15/16	Baron Family Restaurant	3747	J63	-	57.54	23,324.24	Dr
03/15/16	345, Harriman Lumber	4785	J84	50.00	-	23,374.24	Dr
03/15/16	346, Clearwater Trading	7613	J85	50.00	-	23,424.24	Dr
03/15/16	347, Benz's Oilfield Services Ltd.	7998	J86	50.00	-	23,474.24	Dr
03/15/16	348, South Hill Window & Awning	16396	J87	50.00	-	23,524.24	Dr
03/15/16	349, Log Ber Enterprises	3897	J88	50.00	-	23,574.24	Dr
03/15/16	350, 752 West RV and ATV	2016	J89	50.00	-	23,624.24	Dr
03/15/16	351, Rocky REA	13301	J90	50.00	-	23,674.24	Dr
03/15/16	352, Rocky Credit Union	3464	J91	50.00	-	23,724.24	Dr
03/15/16	353, Pioneer Veterinary Services	6864	J92	50.00	-	23,774.24	Dr
03/15/16	354, Helen Hunley Insurance	4707	J93	50.00	-	23,824.24	Dr
03/15/16	355, Scott Supervision Ltd.	806	J94	50.00	-	23,874.24	Dr
03/15/16	356, Caroline Municipal Library	3589	J95	50.00	-	23,924.24	Dr
03/15/16	Caroline Agriculture & Recreational ...	26	J96	1,191.96	-	25,116.20	Dr
03/15/16	Mountaineer Publishing Company	3755	J142	-	54.10	25,062.10	Dr
03/15/16		BS 03 31 16	J282	37.95	-	25,100.05	Dr
03/22/16	Epcor	3748	J64	-	64.26	25,035.79	Dr
03/22/16	Telus - CCOC office	3749	J65	-	102.38	24,933.41	Dr
03/22/16	Telus - Burnstick Lake	3750	J66	-	79.23	24,854.18	Dr
03/24/16	Caroline Supplies	3751	J67	-	3,000.00	21,854.18	Dr
03/29/16	03-29-16, Caroline Agriculture & Rec...	12162	J197	50.00	-	21,904.18	Dr
03/29/16	03-29-16, Caroline ATB	32	J198	50.00	-	21,954.18	Dr
03/29/16	03-29-16, Shelly Kohut	8196	J199	10.00	-	21,964.18	Dr
03/29/16	03-29-16, D & E Connection	563	J200	50.00	-	22,014.18	Dr
03/29/16	03-29-16, Cab-K Broadcasting	10884	J205	50.00	-	22,064.18	Dr
03/29/16	03-29-16, Mountaineer Publishing C...	34270	J206	50.00	-	22,114.18	Dr

Caroline & District Chamber of Commerce
Transactions by Account Report 01/01/16 to 12/31/16
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Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
03/31/16	interest monthly	BS	J310	0.64	-	22,114.82	Dr
03/31/16	record bank chgs	BS	J311	-	0.80	22,114.02	Dr
04/12/16	Caroline & District Ag Society	3752	J68	-	45.50	22,068.52	Dr
04/15/16	Shannon Fagnan	3754	J139	-	1,201.10	20,867.42	Dr
04/15/16	Shannon Fagnan	3753	J147	-	1,231.42	19,636.00	Dr
04/15/16	Receiver General	Cash	J153	-	195.74	19,440.26	Dr
04/15/16	04-15-16, Sheryl Holmstrom	279	J207	10.00	-	19,450.26	Dr
04/15/16	04-15-16, Jomad Industries	1503	J208	50.00	-	19,500.26	Dr
04/15/16	04-15-16, Village of Caroline	21047	J209	50.00	-	19,550.26	Dr
04/15/16	04-15-16, Mikken Transport	Cash	J210	50.00	-	19,600.26	Dr
04/15/16	04-15-16, Clear Springs Campground	42	J211	50.00	-	19,650.26	Dr
04/15/16	04-15-16, Flinn Funeral Services	35804	J212	50.00	-	19,700.26	Dr
04/15/16	return of wine	dep book	J213	40.00	-	19,740.26	Dr
04/15/16	Pioneer General Store	3756	J257	-	37.79	19,702.47	Dr
04/15/16		BS 04 30 16	J313	41.71	-	19,744.18	Dr
04/19/16	04-13-16, Epcor	3757	J141	-	68.30	19,675.88	Dr
04/19/16	04-10-16, Telus - CCOC office	3758	J144	-	104.43	19,571.45	Dr
04/19/16	04-10-16, Telus - Burnstick Lake	3759	J317	-	80.81	19,490.64	Dr
04/30/16	interest monthly	BS	J286	0.47	-	19,491.11	Dr
05/03/16	Shannon Fagnan	3762	J138	-	45.62	19,445.49	Dr
05/03/16	Shannon Fagnan	3761	J148	-	1,104.71	18,340.78	Dr
05/03/16	Caroline & District Ag Society	003760	J258	-	1,000.00	17,340.78	Dr
05/15/16	post tax refund	BS 05 31 16	J289	35.90	-	17,376.68	Dr
05/15/16		BS 05-31-16	J357	41.71	-	17,418.39	Dr
05/17/16	Caroline ATB: Donation for Parade R...	15	J3	200.00	-	17,618.39	Dr
05/17/16	Smarts trophies	3767	J136	-	216.41	17,401.98	Dr
05/17/16	05-12-16, Epcor	3763	J137	-	156.11	17,245.87	Dr
05/17/16	05-17-16, Arbutus Production Servic...	Cash	J214	50.00	-	17,295.87	Dr
05/17/16	05-17-16, Dougan's Service	10551	J215	1,000.00	-	18,295.87	Dr
05/17/16	05-17-16, Paradis Bros. Logging	10084	J216	100.00	-	18,395.87	Dr
05/17/16	05-17-16, Special Affects Auto body	1564	J217	150.00	-	18,545.87	Dr
05/17/16	05-17-16-2, Arbutus Production Servi...	367	J218	50.00	-	18,595.87	Dr
05/17/16	Red Deer Royals	003764	J259	-	1,500.00	17,095.87	Dr
05/21/16	Tim Horton Donuts	3765	J129	-	125.86	16,970.01	Dr
05/21/16	Caroline Playschool	03766	J260	-	200.00	16,770.01	Dr
05/21/16	MGD Sound and lighting	003768	J261	-	300.00	16,470.01	Dr
05/24/16	Pioneer General Store	3773	J127	-	14.46	16,455.55	Dr
05/24/16	Shannon Fagnan	3772	J128	-	898.84	15,556.71	Dr
05/24/16	05-10-16, Telus - Burnstick Lake	3770	J130	-	81.87	15,474.84	Dr
05/24/16	05-10-16, Telus - CCOC office	3769	J131	-	102.38	15,372.46	Dr
05/24/16	05-24-16, Caroline Hotel	8874	J219	50.00	-	15,422.46	Dr
05/24/16	05-24-16, Caroline Volunteer Ambula...	5262	J220	75.00	-	15,497.46	Dr
05/24/16	05-24-16, Clearwater County	111588	J221	2,000.00	-	17,497.46	Dr
05/24/16	deposit of clearwater couny donation...	dep book	J222	8,000.00	-	25,497.46	Dr
05/24/16	reconcile cash in and out transfer to ...	ct	J223	-	8,000.00	17,497.46	Dr
05/24/16	Ricinus Wooler Community Associati...	003771	J262	-	1,000.00	16,497.46	Dr
05/31/16	283067, Mountaineer Publishing Co...	3779	J126	-	1,012.70	15,484.76	Dr
05/31/16	Shannon Fagnan	3775	J149	-	1,120.55	14,364.21	Dr
05/31/16	05-31-16, Evergreen Hay Farms	1132	J224	150.00	-	14,514.21	Dr
05/31/16	05-31-16, Tri-Enviro Containers	2646	J225	50.00	-	14,564.21	Dr
05/31/16	05-31-16, Roseth Contracting	4795	J226	50.00	-	14,614.21	Dr
05/31/16	05-31-16, Caroline bottle depot	Cash	J227	50.00	-	14,664.21	Dr
05/31/16	interest monthly	BS	J290	0.47	-	14,664.68	Dr
05/31/16	service fee bank	BS 05 31 16	J291	-	3.00	14,661.68	Dr
06/01/16	Caroline & District Ag Society	003774	J263	-	1,000.00	13,661.68	Dr
06/06/16	Harriman Lumber	003777	J318	-	278.25	13,383.43	Dr
06/07/16	Trimble Gravel Ltd.	3778	J123	-	1,365.00	12,018.43	Dr
06/07/16	Pioneer General Store	3776	J124	-	10.95	12,007.48	Dr
06/07/16	Receiver General	Cash	J152	-	155.99	11,851.49	Dr
06/10/16	06-10-16, Telus - Burnstick Lake	3782	J111	-	91.53	11,759.96	Dr
06/13/16	5028, Caroline Lions Club	3780	J121	-	45.00	11,714.96	Dr
06/15/16		BS 06 30 16	J292	41.71	-	11,756.67	Dr
06/21/16	june 13 2016, Epcor	3784	J110	-	211.44	11,545.23	Dr
06/21/16	pay for signs	chq 3781	J120	-	229.54	11,315.69	Dr
06/21/16	06-10-16, Telus - CCOC office	3783	J133	-	102.38	11,213.31	Dr
06/21/16	06-21-2016, 752 West RV and ATV	2047	J228	5,600.00	-	16,813.31	Dr

Caroline & District Chamber of Commerce
Transactions by Account Report 01/01/16 to 12/31/16

Sorted by: Date

Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
06/30/16	Shannon Fagnan	3786	J150	-	759.80	16,053.51	Dr
06/30/16	interest monthly	BS	J293	0.27	-	16,053.78	Dr
07/01/16	Caroline & District Ag Society	003785	J264	-	1,000.00	15,053.78	Dr
07/05/16	Pioneer General Store	003787	J118	-	75.32	14,978.46	Dr
07/12/16	Mountaineer Publishing Company	3789	J117	-	61.74	14,916.72	Dr
07/12/16	Trimline signs	003788	J265	-	1,311.91	13,604.81	Dr
07/15/16		BS 07-31-16	J294	41.71	-	13,646.52	Dr
07/18/16	07-18-16, Beaver Creek Mercantile	327	J229	50.00	-	13,696.52	Dr
07/18/16	07-18-16, Boundary RV Park	116	J230	50.00	-	13,746.52	Dr
07/18/16	07-18-16, Steve Molnar	124	J231	10.00	-	13,756.52	Dr
07/18/16	Harvest Diner	16	J237	180.00	-	13,936.52	Dr
07/18/16	07-18-16, 752 West RV and ATV	2059	J242	5,984.84	-	19,921.36	Dr
07/18/16	358, Shell Canada Ltd.	0007011401	J321	1,500.00	-	21,421.36	Dr
07/18/16	Baron Family Restaurants	38	J378	30.00	-	21,451.36	Dr
07/18/16	Caroline New & Used	39	J379	30.00	-	21,481.36	Dr
07/19/16	07-14-16, Epcor	3792	J114	-	219.25	21,262.11	Dr
07/19/16	07-10-16, Telus - Burnstick Lake	3794	J115	-	98.35	21,163.76	Dr
07/19/16	07-10-16, Telus - CCOC office	3793	J135	-	104.48	21,059.28	Dr
07/19/16	pay for signs for around town	chq 3791	J267	-	302.96	20,756.32	Dr
07/20/16	ad 16-06, Caroline & District Ag Soci...	3790	J109	-	100.00	20,656.32	Dr
07/31/16	interest monthly	BS	J295	0.34	-	20,656.66	Dr
07/31/16	service fee bank	BS 07-31-16	J296	-	3.80	20,652.86	Dr
08/02/16	shannon expense report	chq 3796	J98	-	188.48	20,464.38	Dr
08/02/16	The Western Star	3797	J108	-	269.69	20,194.69	Dr
08/02/16	Shannon Fagnan	3795	J151	-	685.26	19,509.43	Dr
08/02/16	Silver Gate Cafe	20	J233	120.00	-	19,629.43	Dr
08/02/16	Caroline Hotel	19	J235	180.00	-	19,809.43	Dr
08/02/16	Caroline ATB	31	J244	120.00	-	19,929.43	Dr
08/02/16	NAPA	32	J245	120.00	-	20,049.43	Dr
08/02/16	West Country Delivery	33	J246	90.00	-	20,139.43	Dr
08/02/16	Pioneer General Store	34	J247	150.00	-	20,289.43	Dr
08/02/16	Caroline Insurance Services	35	J248	120.00	-	20,409.43	Dr
08/02/16	D & E Connection	36	J249	150.00	-	20,559.43	Dr
08/02/16	Gateway Motel	37	J250	120.00	-	20,679.43	Dr
08/09/16	08-09-16, 752 West RV and ATV	2074	J251	5,917.60	-	26,597.03	Dr
08/09/16	deposit cash	dep book	J252	10.00	-	26,607.03	Dr
08/15/16		BS 08-31-16	J297	41.71	-	26,648.74	Dr
08/23/16	aug 8 2016, Epcor	3800	J103	-	216.72	26,432.02	Dr
08/23/16	aug 10 2016, Telus - Burnstick Lake	3799	J104	-	93.38	26,338.64	Dr
08/23/16	aug 10 2016, Telus - CCOC office	3798	J105	-	107.58	26,231.06	Dr
08/31/16	interest monthly	BS	J298	0.65	-	26,231.71	Dr
09/13/16	GTI Petroleum	21	J70	150.00	-	26,381.71	Dr
09/13/16	Caroline Liquor Store	22	J71	150.00	-	26,531.71	Dr
09/13/16	Caroline Gas & Snacks	23	J72	150.00	-	26,681.71	Dr
09/13/16	Caroline & District Ag Society	003801	J155	-	1,000.00	25,681.71	Dr
09/13/16	Caroline & District Ag Society	03802	J156	-	1,000.00	24,681.71	Dr
09/13/16	Unbound Creative Media	003804	J158	-	300.00	24,381.71	Dr
09/15/16		BS 08-31-16	J299	46.86	-	24,428.57	Dr
09/27/16	Sept 10 2016, Telus - CCOC office	003805	J102	-	107.58	24,320.99	Dr
09/27/16	09-27-16, 752 West RV and ATV	002097	J253	5,910.10	-	30,231.09	Dr
09/27/16	09-27-16, Epcor	003807	J348	-	229.62	30,001.47	Dr
09/27/16	09-27-16, Telus - Burnstick Lake	003806	J350	-	90.17	29,911.30	Dr
09/30/16	Shannon Fagnan	003811	J162	-	480.29	29,431.01	Dr
09/30/16	interest monthly	BS	J300	0.68	-	29,431.69	Dr
10/01/16	Caroline & District Ag Society	003803	J157	-	1,000.00	28,431.69	Dr
10/11/16	Caroline & District Ag Society	003809	J160	-	35.90	28,395.79	Dr
10/11/16	Christa Trimble	003810	J161	-	480.29	27,915.50	Dr
10/11/16	Reg Dean	003808	J346	-	173.04	27,742.46	Dr
10/15/16		BS 10-31-16	J302	46.86	-	27,789.32	Dr
10/18/16	Telus - CCOC office	003813	J268	-	109.73	27,679.59	Dr
10/18/16	10-18-16, Epcor	03814	J352	-	224.83	27,454.76	Dr
10/18/16	10-18-16, Telus - Burnstick Lake	003812	J354	-	81.97	27,372.79	Dr
10/20/16	Receiver General	003815	J169	-	397.99	26,974.80	Dr
10/21/16	357, 752 West RV and ATV	2110	J254	5,600.00	-	32,574.80	Dr
10/31/16	interest monthly	BS	J306	0.88	-	32,575.68	Dr
11/01/16	Caroline & District Ag Society	003816	J167	-	1,000.00	31,575.68	Dr

Caroline & District Chamber of Commerce
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Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
11/01/16	Christa Trimble	003817	J170	-	675.94	30,899.74	Dr
11/04/16	11-04-16, 752 West RV and ATV	Cash	J255	626.59	-	31,526.33	Dr
11/15/16	The Western Star	003818	J269	-	79.50	31,446.83	Dr
11/15/16	Receiver General	003819	J270	-	73.46	31,373.37	Dr
11/15/16		BS 11-30-16	J301	46.86	-	31,420.23	Dr
11/18/16	00009118, The Western Star	003820	J303	-	49.61	31,370.62	Dr
11/21/16	Telus - Burnstick Lake	Cash	J194	-	79.23	31,291.39	Dr
11/21/16	Telus - CCOC office	Cash	J195	-	114.41	31,176.98	Dr
11/21/16	Epcor	Cash	J196	-	70.14	31,106.84	Dr
11/28/16	11-28-16, NAPA	005508	J332	100.00	-	31,206.84	Dr
11/28/16	11-28-16, DG Fay Oilfield Construction	2230	J333	100.00	-	31,306.84	Dr
11/28/16	11-28-16, Harriman Lumber	5041	J334	100.00	-	31,406.84	Dr
11/28/16	11-28-16, GTI Petroleum	34968	J335	250.00	-	31,656.84	Dr
11/28/16	11-28-16, Rocky Credit Union	3759	J336	250.00	-	31,906.84	Dr
11/28/16	11-28-16, Mike molnar	Cash	J337	10.00	-	31,916.84	Dr
11/29/16	The Western Star	003822	J305	-	131.25	31,785.59	Dr
11/30/16	Pioneer General Store	003823	J326	-	59.94	31,725.65	Dr
11/30/16	Sundre IGA	003824	J327	-	267.00	31,458.65	Dr
11/30/16	nov 2016 expense report	chq 003826	J330	-	66.76	31,391.89	Dr
11/30/16	interest monthly	BS	J344	0.89	-	31,392.78	Dr
11/30/16	Christa Trimble	03825	J364	-	946.14	30,446.64	Dr
12/01/16	Caroline & District Ag Society	003821	J304	-	1,000.00	29,446.64	Dr
12/01/16	The Western Star	003830	J331	-	131.25	29,315.39	Dr
12/06/16	Receiver General	003831	J329	-	115.24	29,200.15	Dr
12/06/16	12-06-16, Flinn Funeral Services	36542	J338	300.00	-	29,500.15	Dr
12/06/16	12-06-16, Paradis Bros. Logging	10174	J339	100.00	-	29,600.15	Dr
12/06/16	12-06-16, Trimble Gravel	883	J340	100.00	-	29,700.15	Dr
12/06/16	12-06-16, Rocky REA	013571	J341	100.00	-	29,800.15	Dr
12/06/16	Bank deposit	12-06-16	J342	-	-	29,800.15	Dr
12/06/16	deposit of cash from turkey raffle dec...	12-06-16	J343	411.00	-	30,211.15	Dr
12/06/16	Sandra Wolf Catering	03832	J365	-	590.00	29,621.15	Dr
12/13/16	Mountaineer Publishing Company	03833	J366	-	314.87	29,306.28	Dr
12/13/16	Mountaineer Publishing Company	3835	J367	-	42.00	29,264.28	Dr
12/15/16		BS 07-31-16	J361	46.86	-	29,311.14	Dr
12/20/16	Telus - CCOC office	Cash	J358	-	112.83	29,198.31	Dr
12/20/16	Telus - Burnstick Lake	Cash	J359	-	79.23	29,119.08	Dr
12/20/16	Epcor	Cash	J360	-	64.71	29,054.37	Dr
12/20/16	Christa Trimble	03837	J362	-	644.58	28,409.79	Dr
12/20/16	Receiver General	03838	J363	-	126.33	28,283.46	Dr
12/20/16	The Western Star	03836	J368	-	131.25	28,152.21	Dr
12/31/16	interest monthly	BS	J369	0.85	-	28,153.06	Dr
12/31/16	service fee bank	BS 07-31-16	J370	-	2.40	28,150.66	Dr
				52,889.05	54,547.48		



Caroline & District
Chamber of Commerce

Caroline and District Chamber
of Commerce Association
Box 90 Caroline NJ 07038
web: carolinechamber.ca
email: ccoo@telus.net
Ph: (403) 722-4066
Fax: (403) 722-4002

April 12, 2017

Annual audit and review completed by Dan Burger and Earl Graham for Caroline Medical Clinic and Caroline & District Chamber of Commerce.

 DAN BURGER


EARL GRAHAM

Caroline & District Chamber of Commerce
Caroline Health & Wellness Center
 Box 90
 Caroline AB
 TOM OMO
FINANCIAL STATEMENT
JAN. – DEC. 2016

Assets

Bank	\$34542.97
Capital Assets	\$ 15561.39
Total Non-Current Assets	<u>\$19289.11</u>

Total Assets\$69393.47**Liabilities****Total Liabilities**\$ 0.00**Income**

Donations	\$18000.00
Rental Revenue	\$ 4400.00
Interest Revenue	<u>\$ 11.63</u>

Total Income\$22411.63**Expenses**

General Expenses	\$ 900.33
Rent	\$13000.00
Telephone & Utilities	\$ 1401.09
Doctors' mileage expense	<u>\$ 3573.18</u>

\$18874.60

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Caroline Community Medical Clinic2

Balance Sheet As at 31/12/2016

ASSET

Current Assets

Cash to be deposited	-20.00	
Cash Draws	0.00	
Petty Cash	0.00	
Savings Bank Account	0.00	
Chequing Bank Account	34,562.97	
Total Cash		34,542.97
Investments		0.00
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		0.00
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		34,542.97

Inventory Assets

Inventory A		0.00
Inventory B		0.00
Inventory C		0.00
Total Inventory Assets		0.00

Capital Assets

Leasehold Improvements		10,741.22
Office Furniture & Equipment	904.11	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		904.11
Medical Equipment		3,916.06
Total Capital Assets		15,561.39

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
Goods in Kind		16,653.31
Services in Kind		2,635.80
Total Other Non-Current Assets		19,289.11

TOTAL ASSET

69,393.47

LIABILITY

Current Liabilities

Accounts Payable		0.00
Corporate Taxes payable		0.00
Payroll Payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00

**Caroline Community Medical Clinic2
Balance Sheet As at 31/12/2016**

GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	0.00	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)		0.00
Prepaid Sales/Deposits		0.00
Total Current Liabilities		<u>0.00</u>
TOTAL LIABILITY		<u>0.00</u>
EQUITY		
Owners Equity		
Owners Contribution	0.00	
Owners Withdrawals	0.00	
Retained Earnings - Previous Year	65,856.44	
Current Earnings	3,537.03	
Total Owners Equity		<u>69,393.47</u>
TOTAL EQUITY		<u>69,393.47</u>
LIABILITIES AND EQUITY		<u><u>69,393.47</u></u>

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Caroline Community Medical Clinic2

Income Statement 01/01/2016 to 31/12/2016

REVENUE

Revenue	
Donations - Individual	0.00
Donations - Corporate	18,000.00
Donations - Community Groups	0.00
Donations - Government sponsor...	0.00
Donations - In Memory of G. For...	0.00
Donations - In memory of ...	0.00
Donations - Goods in Kind	0.00
Donations - Services in Kind	0.00
Early Payment Sales Discounts	0.00
Net Revenue	<u>18,000.00</u>

Other Revenue

Freight Revenue	0.00
Rental Revenue	4,400.00
Interest Revenue	11.63
Miscellaneous Revenue	0.00
Total Other Revenue	<u>4,411.63</u>

TOTAL REVENUE

22,411.63

EXPENSE

Inventory Costs

Inventory A Cost	0.00
Inventory B Cost	0.00
Inventory C Cost	0.00
Purchases	0.00
Purchase Returns	<u>0.00</u>
Net Purchases	0.00
Freight Expense	0.00
Total Cost of Goods Sold	<u>0.00</u>

Payroll Expenses

Wages & Salaries	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
Total Payroll Expense	<u>0.00</u>

General & Administrative Expe...

Accounting & Legal	0.00
Advertising & Promotions	164.97
Bad Debts	0.00
Business Fees & Licenses	0.00
Cash Short/Over	-10.84
Courier & Postage	0.00
Currency Exchange & Rounding	0.00
Amortization Expense	0.00
Income Taxes	0.00
Insurance	0.00
Interest & Bank Charges	0.80
Office Supplies	0.00
Property Taxes	0.00
Motor Vehicle Expenses	0.00
Miscellaneous Expenses	0.00

Caroline Community Medical Clinic2
Income Statement 01/01/2016 to 31/12/2016

Realized Exchange Gain/Loss	0.00
Rent	13,000.00
Repair & Maintenance	0.00
Janitorial Expenses	0.00
Janitorial Supplies	0.00
Renovation supplies	0.00
Telephone	1,052.37
Internet services	348.72
Mileage	3,573.18
Snacks & Drinks	396.68
Utilities	348.72
Total General & Admin. Expen...	<u>18,874.60</u>
TOTAL EXPENSE	<u>18,874.60</u>
NET INCOME	<u>3,537.03</u>

Income - 22411.63
Expenses - 18874.60
Net Income 3537.03

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Caroline Community Medical Clinic2
Transactions by Account Report 01/01/2016 to 31/12/2016
Sorted by: Date

Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
						31,025.94	Dr
1060	Chequing Bank Account						
01/01/2016	jan 2016, Caroline Ag Society	481	J4	-	1,000.00	30,025.94	Dr
01/01/2016	to reconcile bank	01-01-16	J130	10.84	-	30,036.78	Dr
12/01/2016	912011, Moose and Squirrel Medical...	480	J56	-	364.50	29,672.28	Dr
22/01/2016	jan102016, Telus	482	J54	-	84.53	29,587.75	Dr
26/01/2016	jan 2016, Rocky Medical Clinic	483	J1	-	168.00	29,419.75	Dr
26/01/2016	jan 2016, Life Force Chiropractic	1075	J37	550.00	-	29,969.75	Dr
31/01/2016	record interest	ct	J68	0.87	-	29,970.62	Dr
01/02/2016	02-16, Caroline Ag Society	484	J102	-	1,000.00	28,970.62	Dr
23/02/2016	Telus	0485	J58	-	84.53	28,886.09	Dr
29/02/2016	record interest	ct	J70	0.79	-	28,886.88	Dr
08/03/2016	2375543-46, Rocky Medical Clinic	487	J10	-	168.00	28,718.88	Dr
08/03/2016	feb 2016, Life Force Chiropractic	1076	J72	550.00	-	29,268.88	Dr
08/03/2016	mar 2016, Life Force Chiropractic	1077	J74	550.00	-	29,818.88	Dr
08/03/2016	Caroline Ag Society	0486	J117	-	1,697.44	28,121.44	Dr
22/03/2016	mar 22 16, Telus	488	J11	-	84.64	28,036.80	Dr
29/03/2016	2686, Caroline Ag Society	491	J13	-	1,000.00	27,036.80	Dr
29/03/2016	wine and liquor permit	chq 0490	J60	-	396.68	26,640.12	Dr
31/03/2016	record interest	ct	J79	0.80	-	26,640.92	Dr
01/04/2016	Caroline Ag Society	489 ✓	J125	-	1,000.00	25,640.92	Dr
12/04/2016	2383791-93, Rocky Medical Clinic	493 ✓	J12	-	126.00	25,514.92	Dr
19/04/2016	917999, Moose and Squirrel Medical...	495 ✓	J14	-	427.68	25,087.24	Dr
19/04/2016	04-10-16, Telus	0494 ✓	J62	-	86.22	25,001.02	Dr
30/04/2016	record interest	ct	J80	0.65	-	25,001.67	Dr
01/05/2016	05-2016, Caroline Ag Society	496	J108	-	1,000.00	24,001.67	Dr
10/05/2016	may 10 16, Telus	498	J15	-	84.53	23,917.14	Dr
17/05/2016	april 2016, Life Force Chiropractic	Cash	J40	550.00	-	24,467.14	Dr
17/05/2016	may 2016, Life Force Chiropractic	Cash	J41	550.00	-	25,017.14	Dr
31/05/2016	deposit of clearwater county donation	ct	J83	8,000.00	-	33,017.14	Dr
31/05/2016	record interest	ct	J84	0.64	-	33,017.78	Dr
01/06/2016	june 2016, Caroline Ag Society	0500	J63	-	1,000.00	32,017.78	Dr
07/06/2016	2395679-684, Rocky Medical Clinic	501	J17	-	210.00	31,807.78	Dr
21/06/2016	06-10-16, Telus	0502	J64	-	85.16	31,722.62	Dr
30/06/2016	record interest	ct	J86	0.91	-	31,723.53	Dr
01/07/2016	2686b, Caroline Ag Society	503	J78	-	1,000.00	30,723.53	Dr
10/07/2016	07-10-16, Telus	506	J21	-	91.62	30,631.91	Dr
12/07/2016	2400132-138, Rocky Medical Clinic	504	J19	-	168.00	30,463.91	Dr
12/07/2016	924448, Moose and Squirrel Medical...	505	J20	-	427.68	30,036.23	Dr
18/07/2016	post shell donation	ct	J47	10,000.00	-	40,036.23	Dr
31/07/2016	record interest	ct	J87	1.06	-	40,037.29	Dr
31/07/2016	service fee	ct	J88	-	0.80	40,036.49	Dr
02/08/2016	2404618-622, Rocky Medical Clinic	507 ✓	J22	-	168.00	39,868.49	Dr
09/08/2016	june 2016, Life Force Chiropractic	1602 ✓	J43	550.00	-	40,418.49	Dr
09/08/2016	july 2016, Life Force Chiropractic	1603 ✓	J44	550.00	-	40,968.49	Dr
10/08/2016	aug 10 2016, Telus	508 ✓	J49	-	89.94	40,878.55	Dr
27/08/2016	2409863-867, Rocky Medical Clinic	0513 ✓	J32	-	210.00	40,668.55	Dr
31/08/2016	record interest	ct	J89	1.31	-	40,669.86	Dr
10/09/2016	091016, Telus	512	J26	-	89.78	40,580.08	Dr
13/09/2016	2686d, Caroline Ag Society	510	J28	-	1,000.00	39,580.08	Dr
13/09/2016	2686c, Caroline Ag Society	509	J30	-	1,000.00	38,580.08	Dr
27/09/2016	Rocky Medical Clinic	0514	J33	-	168.00	38,412.08	Dr
30/09/2016	record interest	ct	J90	1.25	-	38,413.33	Dr
01/10/2016	2686e, Caroline Ag Society	511	J31	-	1,000.00	37,413.33	Dr
11/10/2016	Moose and Squirrel Medical Clinic	0515	J95	-	463.32	36,950.01	Dr
20/10/2016	Telus	0516	J35	-	91.69	36,858.32	Dr
31/10/2016	record interest	ct	J92	1.19	-	36,859.51	Dr
01/11/2016	oct 2016, Rocky Medical Clinic	0518 ✓	J65	-	168.00	36,691.51	Dr
01/11/2016	11-2016, Caroline Ag Society	0517 ✓	J120	-	1,000.00	35,691.51	Dr
08/11/2016	Aug 2016, Life Force Chiropractic	001604 ✓	J45	550.00	-	36,241.51	Dr
15/11/2016	Caroline Dance West	0519 ✓	J96	-	79.50	36,162.01	Dr
15/11/2016	The Western Star	0520 ✓	J97	-	85.47	36,076.54	Dr
22/11/2016	Telus	0527 ✓	J100	-	89.89	35,986.65	Dr
29/11/2016	Rocky Medical Clinic	0528 ✓	J99	-	210.00	35,776.65	Dr
30/11/2016	record interest	ct	J122	1.09	-	35,777.74	Dr
01/12/2016	12-2016, Caroline Ag Society	0522	J121	-	1,000.00	34,777.74	Dr
20/12/2016	Rocky Medical Clinic	0529	J123	-	126.00	34,651.74	Dr

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Caroline Community Medical Clinic2
Transactions by Account Report 01/01/2016 to 31/12/2016

Sorted by: Date

Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
20/12/2016	Telus	0530	J124	-	89.84	34,561.90	Dr
31/12/2016	record interest	ct	J132	1.07	-	34,562.97	Dr
				<u>22,422.47</u>	<u>18,885.44</u>		

Caroline & District Chamber of Commerce
 Caroline Health & Wellness Center
 Box 90
 Caroline AB
 TOM OMO
FINANCIAL STATEMENT
 Jan. – Dec. 2017

Assets

Bank	\$42297.83
Capital Assets	\$ 19602.90
Total Non-Current Assets	\$19289.11

Total Assets\$81189.84**Liabilities**

Accounts Payable	<u>\$558.54</u>
------------------	-----------------

Total Liabilities\$ 558.54**Income**

Donations Corporate	\$ 20286.46
Donations individual	\$ 300.00
Donations community groups	\$ 1000.00
Rental revenue	\$ 6600.00
Interest revenue	\$ 15.36

Total Income\$28201.82**Expenses**

Rent	\$ 12000.00
Telephone & Utilities	\$ 1170.43
Mileage expense	\$ 3836.13
Other expenses	<u>\$ 2157.43</u>

\$19163.99

Caroline Community Medical Clinic2
Income Statement 01/01/2017 to 12/31/2017

REVENUE

Revenue	
Donations - Individual	300.00
Donations - Corporate	20,286.46
Donations - Community Groups	1,000.00
Donations - Government sponsor...	0.00
Donations - In Memory of G. For...	0.00
Donations - In memory of ...	0.00
Donations - Goods in Kind	0.00
Donations - Services in Kind	0.00
Early Payment Sales Discounts	0.00
Net Revenue	<u>21,586.46</u>

Other Revenue	
Freight Revenue	0.00
Rental Revenue	6,600.00
Interest Revenue	15.36
Miscellaneous Revenue	0.00
Total Other Revenue	<u>6,615.36</u>

TOTAL REVENUE	<u>28,201.82</u>
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EXPENSE

Inventory Costs	
Inventory A Cost	0.00
Inventory B Cost	0.00
Inventory C Cost	0.00
Purchases	0.00
Purchase Returns	<u>0.00</u>
Net Purchases	0.00
Freight Expense	0.00
Total Cost of Goods Sold	<u>0.00</u>

Payroll Expenses	
Wages & Salaries	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
Total Payroll Expense	<u>0.00</u>

General & Administrative Expe...	
Accounting & Legal	0.00
Advertising & Promotions	863.47
Bad Debts	0.00
Business Fees & Licenses	0.00
Cash Short/Over	0.00
Courier & Postage	0.00
Currency Exchange & Rounding	0.00
Amortization Expense	0.00
Income Taxes	0.00
Insurance	0.00
Interest & Bank Charges	0.00
Office Supplies	696.10
Property Taxes	0.00
Motor Vehicle Expenses	0.00
Miscellaneous Expenses	173.66

Caroline Community Medical Clinic2
Income Statement 01/01/2017 to 12/31/2017

Realized Exchange Gain/Loss	0.00
Rent	12,000.00
Repair & Maintenance	0.00
Janitorial Expenses	0.00
Janitorial Supplies	0.00
Renovation supplies	424.20
Telephone	1,170.43
Internet services	0.00
Mileage	3,836.13
Utilities	0.00
Total General & Admin. Expen...	<u>19,163.99</u>
TOTAL EXPENSE	<u>19,163.99</u>
NET INCOME	<u><u>9,037.83</u></u>

Caroline Community Medical Clinic2
Balance Sheet As at 12/31/2017

ASSET

Current Assets

Cash to be deposited	-20.00	
Cash Draws	0.00	
Petty Cash	0.00	
Savings Bank Account	0.00	
Chequing Bank Account	41,217.83	
Total Cash		41,197.83
Investments		0.00
Accounts Receivable	1,100.00	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		1,100.00
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		42,297.83

Inventory Assets

Inventory A		0.00
Inventory B		0.00
Inventory C		0.00

Total Inventory Assets 0.00

Capital Assets

Leasehold Improvements		10,741.22
Office Furniture & Equipment	1,455.36	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		1,455.36
Medical Equipment		7,406.32

Total Capital Assets 19,602.90

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
Goods in Kind		16,653.31
Services in Kind		2,635.80

Total Other Non-Current Assets 19,289.11

TOTAL ASSET 81,189.84

LIABILITY

Current Liabilities

Accounts Payable		558.54
Corporate Taxes payable		0.00
Payroll Payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00

Caroline Community Medical Clinic2
Balance Sheet As at 12/31/2017

D1

Pa:

Deduction 5 Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	0.00	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)		0.00
Prepaid Sales/Deposits		0.00
Total Current Liabilities		<u>558.54</u>
TOTAL LIABILITY		<u>558.54</u>
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year	71,593.47	
Current Earnings	9,037.83	
Total Owners Equity		<u>80,631.30</u>
TOTAL EQUITY		<u>80,631.30</u>
LIABILITIES AND EQUITY		<u><u>81,189.84</u></u>

Caroline & District Chamber of Commerce
 Box 90
 Caroline AB
 TOM OMO
 FINANCIAL STATEMENT
 JAN. - Dec. 2017

Assets

Bank	\$33183.27
Capital Assets	\$ <u>900.00</u>

Total Assets\$34083.27**Liabilities**

Accounts Payable	\$ 648.71
Payroll	\$ 9205.07

Total Liabilities\$9853.78**Income**

Membership Dues	\$ 1920.00
Donations	\$ 5842.84
Group Insurance	\$ 580.62
AB chamber group comm.	\$ 24.16
Burntstick Lake Revenue	\$28000.00
Interest revenue	<u>\$ 8.16</u>

Total Income\$36375.78**Expenses**

Rent	\$ 12000.00
Payroll Expense	\$ 9850.51
Telephone & Utilities	\$ 2196.93
Insurance	\$ 57.75
Other expenses	<u>\$ 13869.22</u>

\$37974.41

**Caroline & District Chamber of Commerce
Balance Sheet As at 12/31/17**

ASSET

Current Assets

ATB Checking Comm Spirit -24	27,795.96	
ATB Checking Account - 02	1,264.85	
cash in and out	0.00	
Cash to be deposited	-1,167.00	
Cash Draws	0.00	
ATB Savings Comm Spirit -01	27.30	
ATB T- Bill Savings Account 25	5,106.98	
Petty Cash	16.93	
ATB Term / GIC Investments	-6,353.61	
Total Cash		26,691.41
Investments		0.00
Accounts Receivable		9,089.14
A/R - Year end 2009	0.00	
A/R - 2010 Year End	0.00	
A/R - 2012 Year End	2,670.00	
A/R Year End 2013	-3,560.00	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		-890.00
Purchase Prepayments		-1,707.28
Prepaid Expenses		0.00
Total Current Assets		33,183.27

Capital Assets

Office Furniture & Equipment	900.00	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		900.00
Total Capital Assets		900.00

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Total Other Non-Current Assets		0.00

TOTAL ASSET

34,083.27

LIABILITY

Current Liabilities

Accounts Payable		248.71
A/P - 2009 Year End	0.00	
A/P - 2010 Year End	400.00	
A/P - 2012 Year End	0.00	
Total A/P		400.00
Bank Advances		0.00
Corporate Taxes payable		0.00
Payroll payable	6,391.51	
EI Payable	1,081.70	
CPP Payable	1,763.66	
Federal Income Tax Payable	41.46	
Total Receiver General		9,278.33
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00

D1

**Caroline & District Chamber of Commerce
Balance Sheet As at 12/31/17**

Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	0.00	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
GST Owing (Refund)		0.00
Prepaid Sales/Deposits		-73.26
Total Current Liabilities		<u>9,853.78</u>
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		<u>0.00</u>
TOTAL LIABILITY		<u>9,853.78</u>
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		25,709.72
Current Earnings		-1,480.23
Total Owners Equity		<u>24,229.49</u>
TOTAL EQUITY		<u>24,229.49</u>
LIABILITIES AND EQUITY		<u><u>34,083.27</u></u>

Caroline & District Chamber of Commerce
Income Statement 01/01/17 to 12/31/17

REVENUE

Sales Revenue

Membership Dues	1,920.00
Donations	1,510.00
Parade Donations	2,413.84
Christmas Light up Donation	1,919.00
Grants	0.00
Group Insurance Commission	580.62
Ab Chamber Group Commission	24.16
Burntstick Lake Revenue	28,000.00
Radio Advertising Revenue	0.00
Print Advertising Revenue	0.00
Website Revenue	0.00
Sales	0.00
Sales Returns	0.00
Early Payment Sales Discounts	0.00

Net Sales 36,367.62

Other Revenue

Freight Revenue	0.00
Interest Revenue	8.16
Miscellaneous Revenue	0.00

Total Other Revenue 8.16

TOTAL REVENUE 36,375.78

EXPENSE

Cost of Goods Sold

Item Assembly Costs	0.00
Adjustment Write-off	0.00
Subcontracts	0.00
Purchases	0.00
Purchase Returns	0.00
Early Payment Purchase Discou...	0.00

Net Purchases 0.00

Freight Expense 0.00

Total Cost of Goods Sold 0.00

Payroll Expenses

Wages & Salaries	8,460.00
EI Expense	524.05
CPP Expense	866.46
WCB Expense	0.00
Payroll Penalties	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00

Total Payroll Expense 9,850.51

General & Administrative Expe...

Accounting & Legal	0.00
Bad Debt	0.00
2011 adjustments	0.00
Advertising & Promotions	2,906.18
Newspaper subscriptions	39.00
Website	300.00
Business Fees & Licenses	0.00
Cash Short/Over	0.00
Courier & Postage	89.25
Amortization Expense	0.00
Income Taxes	236.99

**Caroline & District Chamber of Commerce
Income Statement 01/01/17 to 12/31/17**

Insurance	57.75
Interest & Bank Charges	1.60
Office Supplies	432.38
Photocopies	132.30
Property Taxes	0.00
Gravel	0.00
BSL supplies	0.00
Motor Vehicle Expenses	0.00
Miscellaneous Expenses	27.44
Parade Expenses	4,611.90
community showcase expenses	0.00
christmas light up expenses	966.01
Realized Exchange Gain/Loss	0.00
Rent	12,000.00
Rent - hall	65.00
Repair & Maintenance	0.00
Telephone	1,663.57
Internet Service	0.00
Travel & Entertainment	0.00
Conference Fees	0.00
Travel & Ent:Non-Reimbursable	0.00
Utilities	414.96
Fireworks	3,000.00
Dues & Subscriptions	448.88
Dir Meeting Exp	476.61
Gifts & Promotions	30.00
Candy	0.00
Snacks & Drinks	105.68
Total General & Admin. Expen...	28,005.50
TOTAL EXPENSE	37,856.01
NET INCOME	-1,480.23

**CAROLINE AND DISTRICT
CHAMBER OF COMMERCE ASSOCIATION**

Treasurer's Report

2015 Annual General Meeting

The undersigned, President of the Caroline & District Chamber of Commerce hereby submits the Annual Report and for the year 2015.

Respectfully submitted:

Dan Burger

March 24, ~~2014~~ 2016

**Caroline & District Chamber of Commerce
Statement of Financial Position
For the period 01/01/2015 to 31/12/2015**

ASSET

Current Assets

Cash - Caroline Chamber of commerce	\$	31,360.58
Cash - Caroline Community Health & Wellness Center	\$	31,263.29

Total Current Assets \$ 62,623.87

Non_current assets

Furniture	\$	900.00
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Total Non-Current Assets \$ 900.00

TOTAL ASSETS \$ 63,523.87

LIABILITY AND EQUITIES

Equity

Capital \$ 61,665.28

Current Liabilities

A/P 2015 - Caroline Chamber of Commerce	\$	1,060.84
A/P 2015 - Caroline Community Health & Wellness Center	\$	797.75

Total Current Liabilities \$ 1,858.59

TOTAL LIABILITIES AND EQUITY \$ 63,523.87

Audited by:

Don Burgess

 Print name Signature

Date: *Mar 24/16*

Earl Graham

 Print name Signature

Date: *03/24/16*

Caroline & District Chamber of Commerce
Statement of Financial Position
For the period 01/01/2015 to 31/12/2015

ASSET**Current Assets**

Cash - Caroline Chamber of commerce \$ 31,360.58

Cash - Caroline Community Health & Wellness Center \$ 31,263.29

Total Current Assets		\$ 62,623.87
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Non-current assets

Furniture \$ 900.00

Total Non-Current Assets		\$ 900.00
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TOTAL ASSETS		\$ 63,523.87
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LIABILITY AND EQUITIES**Equity**

Capital	\$ 61,665.28
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Current Liabilities


A/P 2015 - Caroline Chamber of Commerce \$ 1,060.84

A/P 2015 - Caroline Community Health & Wellness Center \$ 797.75

Total Current Liabilities		\$ 1,858.59
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TOTAL LIABILITIES AND EQUITY		\$ 63,523.87
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Audited by:

DAN BURGER 
Print name Signature

Date: Mar 24/16

EARL GRAHAM 
Print name Signature

Date: 03/24/16

**Caroline & District Chamber of Commerce
Statement of Operations
For the period 01/01/2015 to 31/12/2015**

	Caroline Chamber of Commerce	Caroline Community Health and Wellness Center	Totals
CASH ON HAND			
Community Spirit #2	\$ 31,360.58	\$ 31,263.29	
Total Cash on Hand			\$ 62,623.87
REVENUE			
Sales Revenue			
Membership Dues	\$ 1,437.35		
Donations	\$ 6,355.18	\$ 18,100.00	
Group Insurance Commission	\$ 575.93		
Ab Chamber Group Commission	\$ 17.85		
Radio Advertising Revenue	\$ 3,575.88		
Office Rental	\$ 50.00		
Burnstick Lake Revenue	\$ 28,000.00		
Net Sales	\$ 40,012.19	\$ 18,100.00	\$ 58,112.19
Other Revenue			
Interest Revenue	\$ 16.34	\$ 11.55	
Rental Revenue		\$ 4,400.00	
Accounts Receivable	\$ 1,191.96		
Total Other Revenue	\$ 1,208.30	\$ 4,411.55	\$ 5,619.85
TOTAL REVENUE	\$ 41,220.49	\$ 22,511.55	\$ 63,732.04
EXPENSES			
Payroll Expenses			
Wages & Salaries	\$ 10,785.22		
EI Expense	\$ 318.69		
CPP Expense	\$ 511.26		
Total Payroll Expense	\$ 11,615.17		\$ 11,615.17
Gen. & Admin. Expenses			
Advertising & Promotions	\$ 9,149.06	\$ 75.00	
Newspaper subscriptions	\$ 59.00		
Website	\$ 600.00		
Courier & Postage	\$ 267.75		
Interest & Bank Charges	\$ 10.40		
Insurance	\$ 1,808.50	\$ 127.60	
Office Supplies	\$ 926.90		
Misc Parade Expenses	\$ 1,250.00		
Parade Supplies	\$ 312.50		
Rent	\$ 13,065.00	\$ 13,000.00	
Telephone	\$ 1,846.67	\$ 1,462.05	
Utilities	\$ 671.09		
Fireworks	\$ 3,500.00		
Dir Meeting Exp	\$ 544.55		
Conference Fees	\$ 103.95		
Gifts & promotions	\$ 759.55		
Candy	\$ 879.24		
Snacks & Drinks	\$ 546.34		
Mileage	\$ 91.35		
Bighorn Rodeo (50% of donation)	\$ 1,000.00		
BSL Staging Area	\$ 12,500.00		
Gravel for Burnstick Lake	\$ 1,192.81		
Mileage		\$ 3,022.35	
Accounts Payable 2015	\$ 1,060.84	\$ 797.75	
Total Gen. & Admin. Expenses	\$ 52,145.50	\$ 18,484.75	\$ 70,630.25
TOTAL EXPENSE	\$ 63,760.67	\$ 18,484.75	\$ 82,245.42
NET INCOME (LOSS)	-\$ 22,540.18	\$ 4,026.80	-\$ 18,513.38

Audited by:

Ann Burgess [Signature]
Print name Signature

Date: Mar 24/16

EARL GRAHAM [Signature]
Print name Signature

Date: 03/28/16

**Caroline & District Chamber of Commerce
Statement of Operations
For the period 01/01/2015 to 31/12/2015**

	Caroline Chamber of Commerce	Caroline Community Health and Wellness Center	Totals
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Audited by:

DAN BURGER
Print name

[Signature]
Signature

Date: MAR 24/16

EARL GRAHAM
Print name

[Signature]
Signature

Date: 03/24/16

Caroline & District Chamber of Commerce
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For the period 01/01/2015 to 31/12/2015

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Audited by:

DON BURGER

Print name

[Signature]

Signature

Date:

MAR 24/16

EARL GRAHAM

Print name

[Signature]

Signature

Date:

03/24/16.

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Audited by:

DAN BURCAR

Print name



Signature

Date:

MARCH 24/16

EARL GRAHAM

Print name



Signature

Date:

03/24/16



AGENDA & PRIORITIES COUNCIL COMMITTEE

AGENDA ITEM

PROJECT: DRAFT Public Participation Policy		
PRESENTATION DATE: April 16, 2018		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart, Manager, Legislative Services	REVIEWED BY: Rick Emmons, Interim CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA 216.1)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.3 Engagement	STRATEGIES: Facilitate community engagement in planning and decision-making.
ATTACHMENTS: Public Participation Policy Regulation and DRAFT Public Participation Policy		
RECOMMENDATION: That the Committee reviews, amends as required and recommends Council endorse a Public Participation Policy.		

BACKGROUND:

Public participation is key to informing municipal Councils' decisions, as municipalities work with residents, business and other stakeholders to provide services and infrastructure in their respective communities. At their November 28, 2017 regular meeting, Council expressed their wish to enhance public understanding and involvement in municipal matters in an effort to be more transparent and to continue to build trust in the governance process. Council also directed Administration develop a draft Public Participation Policy that both meets Council's objectives as well as new legislative requirements of the *Municipal Government Act* (MGA).

In February, the Rural Municipalities of Alberta (RMA) in partnership with Alberta Urban Municipalities Association (AUMA) and Alberta Municipal Affairs, released two separate tools for municipalities to assist in legislative implementation related to recent MGA changes: [Councillor Code of Conduct](#) and [Public Participation and Public Notification](#).

Attached for A&P Committee's review and amendments is a draft Public Participation Policy, which is intended to provide Administration a framework to develop engagement plans that enhance Council's information gathering and governance process.

The MGA requires Public Participation Policy establishment by July 23, 2018.



CLEARWATER COUNTY Public Participation Policy

EFFECTIVE DATE:	TBD
SECTION:	Governance/Administration
PURPOSE:	In accordance with section 216.1 of the <i>Municipal Government Act</i> , this Public Participation Policy has been developed to recognize the value of public engagement and to create opportunities for people affected by a decision to be involved, in an effort to help inform the overall decision-making process, while also considering the need to govern in an efficient manner.
POLICY STATEMENT:	<p>Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:</p> <ol style="list-style-type: none"> 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision; 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests; 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and, 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.
DEFINITIONS:	<p>“CAO” means the Chief Administrative Officer of the Municipality or their delegate.</p> <p>“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.</p> <p>“Municipality” means Clearwater County.</p> <p>“Public Participation” or public engagement includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.</p>

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



CLEARWATER COUNTY Public Participation Policy

<p>DEFINITIONS:</p>	<p>“Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.</p> <p>“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:</p> <ul style="list-style-type: none">i. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;ii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;iii. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and,iv. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.
<p>POLICY PRINCIPLES:</p>	<p>(1) Authentic Intent: A primary purpose of public engagement is to generate views to help shape municipal action or policy.</p> <p>(2) Shared Responsibility: Public participation allows for a better decision-making process and is a shared responsibility of Council/Administration (to provide opportunities) and Municipal Stakeholders (to educate themselves and contribute).</p> <p>(3) Transparent and Accountable: The County communicates how Municipal Stakeholder input affects the decision-making process and provides updates as to outcomes/decisions.</p> <p>(4) Inclusive and Accessible: Provides Municipal Stakeholders with the information they need to participate in safe and deliberate exchanges, demonstrating respect for and encouraging discussion about others’ opinions and beliefs.</p> <p>(5) Continual Improvement: Public participation is dynamic and requires ongoing evaluation and adjustment to continuously improve and address the changing needs of the Municipal Stakeholders.</p>

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



CLEARWATER COUNTY Public Participation Policy

<p>POLICY RESPONSIBILITIES:</p>	<p>(1) Council Responsibilities</p> <p>(a) Council shall:</p> <ul style="list-style-type: none"> i. Review this Policy at least once every four years to ensure compliance with all relevant legislation, municipal policies and the spirit and intent of Public Participation; ii. Promote and support Public Participation and consider input obtained through Public Participation; and, iii. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy. <p>(2) Administration Responsibilities</p> <p>(a) CAO shall:</p> <ul style="list-style-type: none"> i. In accordance with this Policy or as directed by Council, develop Public Participation Plans; ii. Assess this Policy and make recommendations to Council about Public Participation Plans and resourcing; iii. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used; iv. Report the findings of the Public Participation to Council; and, v. Evaluate effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance.
<p>PUBLIC PARTICIPATION OPPORTUNITIES:</p>	<p>(1) When to Implement</p> <p>a) The CAO shall develop and implement a Public Participation Plan in the following circumstances:</p> <ul style="list-style-type: none"> i. When new programs or services are being established; ii. When gathering input or formulating recommendations with respect to the Municipality’s budget and/or capital plans; iii. When gathering input or formulating recommendations with respect to the Municipality’s strategic plans or business plans; iv. As otherwise directed by Council.

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**CLEARWATER COUNTY
Public Participation Policy**

<p>POLICY EXPECTATIONS:</p>	<p>1) Legislative and Policy Implications</p> <p>(a) All Public Participation will be undertaken in accordance with the <i>Municipal Government Act</i>, the <i>Freedom of Information and Protection of Privacy Act</i> and any other applicable legislation.</p> <p>(b) All Public Participation will be undertaken in accordance with all existing municipal policies.</p> <p>(c) This Policy shall be available for public inspection and may be posted to the Municipality’s website.</p> <p>(d) This Policy will be reviewed by Council at least once every four years.</p> <p>2) Public Participation Standards</p> <p>(a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.</p> <p>(b) Public Participation activities will be conducted in a professional and respectful manner.</p> <p>(c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.</p> <p>(d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.</p> <p>(e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.</p>
<p>PUBLIC PARTICIPATION PLANS:</p>	<p>1) Plan Development</p> <p>(a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan which shall consider the following:</p> <ul style="list-style-type: none"> i. The nature of the matter for which Public Participation is being sought; ii. The impact of the matter on Municipal Stakeholders; iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;

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CLEARWATER COUNTY Public Participation Policy

	<ul style="list-style-type: none">iv. The timing of the decision and time required to gather input;v. What information is required, if any, to participate; andvi. Available resources and reasonable costs. <p>(b) Public Participation Plans will, at minimum, include the following:</p> <ul style="list-style-type: none">i. A communication plan to inform the public about the Public Participation plan and opportunities to provide input;ii. Identification of which Public Participation Tools will be utilized;iii. Timelines for participation;iv. Information about how input will be used;v. The location of information required, if any, to inform the specific Public Participation. <p>2) Reporting and Evaluation</p> <ul style="list-style-type: none">a. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.b. The report shall include, at minimum, the following:<ul style="list-style-type: none">i. An overview of the Public Participation Plan and how it was developed;ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;iii. A summary of the input obtained; and,iv. May include recommendations for future Public Participation Plans.
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CLEARWATER COUNTY Public Participation Policy

APPENDIX A – Public Participation Plan TEMPLATE

Project Name:
Project Description: <ul style="list-style-type: none"> Brief description of the nature of the matter for which public participation is being sought (new program/service; budget/capital planning; strategic plans).
Engagement purpose/objectives: <ul style="list-style-type: none"> What is the question to be asked or the decision sought? What decisions have been made that are not open to stakeholder input? Why? Have promises been made to stakeholders about their involvement? Yes, no, not sure. If yes, identify. Identify objectives of engagement program.
Project Background: <ul style="list-style-type: none"> Background information and circumstances that lead to project/issue and give context relevant to effective stakeholder engagement.
Related Issues/Decisions: <ul style="list-style-type: none"> Brief description of previous or related issues or decision that may have bearing on the project/issue. What is the sensitivity of the project – political, time, resources or stakeholders? High, medium or low?
Municipal Stakeholders and Impact: <ul style="list-style-type: none"> Identify demographics of municipal stakeholders (external partners/agencies, internal stakeholders, any group(s) or residents) who are involved in or impacted by a decision or action and are invited to participate. The role of each stakeholder will/may differ, depending on the issue, initiative or project, and its impact. Identify the level of impact the project is expected to have on stakeholders (e.g. high, medium, low).
Scope of Public Participation: <ul style="list-style-type: none"> Clarify the scale and level of engagement anticipated (i.e. inform, consult, involve, collaborate or empower) at the various stages of the consultation process.
Timeframe/Budget: <ul style="list-style-type: none"> Describe the overall timeframe and milestones. Cost estimate for implementing the plan and process for receiving budget approval.
Evaluation: <ul style="list-style-type: none"> Measurements of success: <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with policy principles <input type="checkbox"/> Completed within approved budget and timeframe <input type="checkbox"/> Results used by decision-makers and stakeholders understand how input used <input type="checkbox"/> Level of stakeholder satisfaction with process and outcomes

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APPENDIX B – IAP2 Spectrum of Participation

Type of Engagement				
Inform 	Consult 	Involve 	Collaborate 	Empower
Engagement Goal				
To provide stakeholders and the public with balanced and objective information to assist them in understanding the problems, alternatives and/ solutions.	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions	To obtain stakeholder and public feedback on analysis, alternatives and or/ decisions
Promise to Stakeholders				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and we will incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Engagement Tools				
<ul style="list-style-type: none"> • Fact sheets • Web sites • Open Houses • Media • Face-to-face meetings • Reports 	<ul style="list-style-type: none"> • Focus groups • Surveys • Feedback forms • Online and personal comments • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen advisory committees • Consensus-building • Participatory decision-making • Workshops (World Café, etc.) 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Plebiscites • Delegated decisions

Adapted from the International Association of Public Participation (IAP2)

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Province of Alberta

MUNICIPAL GOVERNMENT ACT

**PUBLIC PARTICIPATION
POLICY REGULATION**

Alberta Regulation 193/2017

Extract

© Published by Alberta Queen's Printer

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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(no amdt)

ALBERTA REGULATION 193/2017
Municipal Government Act
PUBLIC PARTICIPATION POLICY REGULATION

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- 1 Definition
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- 3 Participation policy must be made public
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- 5 Transitional
- 6 Coming into force

Definition

- 1 In this Regulation, “Act” means the *Municipal Government Act*.

Public participation policy requirements

- 2 A municipality’s public participation policy must identify
 - (a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and
 - (b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

Participation policy must be made public

- 3 A municipality must make its public participation policy available for public inspection, and may post it on the municipality’s website.

Review of public participation policy

- 4 A municipality must review its public participation policy at least once every 4 years.

Transitional

- 5 A municipality must establish its public participation policy within 270 days after section 216.1 of the Act comes into force.

Coming into force

6 This Regulation comes into force on the coming into force of section 24 of the *Municipal Government Amendment Act, 2015*.



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