



2014 ANNUAL GENERAL MEETING
Alberta Municipal Clerks Association
April 4th, 2014 @ 9:00 a.m.
Radisson Hotel and Conference Centre
Canmore, Alberta

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|----|--|--------------|
| 1. | Call to Order | Audrey Cerny |
| 2. | Adoption of the Agenda | Audrey Cerny |
| 3. | Presentations | Audrey Cerny |
| | a) Colin Doupe, Director, Capacity Building
Coral Callioux, Manager of Advisory Services
Alberta Municipal Affairs | |
| 4. | Adoption of Previous Minutes | |
| | a) Annual General Meeting of April 13 th , 2013 | |
| 5. | Long Service Awards | Audrey Cerny |
| | a) Five Year Members:
Vivienne MacIntyre – City of Fort Saskatchewan
Carol Gabriel – MacKenzie County
Frieda McDougall – City of Red Deer
Christopher Belke – City of St. Albert | |
| | Ten Year Members:
Kari Kitiuk – City of Airdrie
Anne Himschoot – Town of Bonnyville
Sue Gray – City of Calgary
Lucien Cloutier – Municipal District of Greenview
Betty Gaskarth – City of St. Albert
Surekha Kanzig – Regional Municipality of Wood Buffalo | |

6. **Reports:**

- a) **Organization Committee Report** Audrey Cerny

Recommendation : That the Organization Committee's Report be received as information.

- b) **Program/Education Committee Report** Audrey Cerny

Recommendation: That the Program/Education Committee Report be received as information.

- d) **Auditor's Report** Nancy Lougheed

Recommendation: That the Auditor's Report be accepted as presented.

- e) **Treasurer's Report** Audrey Cerny

Recommendation: That the Treasurer's Report be accepted as information.

Recommendation: That the membership fees remain at \$160.00 per year for the calendar year of 2014.

Recommendation: That the Operating Budget for January 1-December 31, 2015, showing a balanced budget be adopted as presented.

Recommendation: That the Financial Statements for the period of January 1 – December 31, 2013 be received as presented.

7. **Provincial Grant**

That the Association apply for funding from Alberta Municipal Affairs.

8. **Election of Executive Committee**

Current Executive (2012-2014) – Cathy Drescher has served two consecutive terms as Program and Education Director and in accordance with the AMCA Bylaw will now relinquish the position.

There are members of the current Executive that have indicated that they will let their names stand for re-election. The Executive Committee has heard from the membership of those individuals interested in serving on the Executive Committee and present the following nominations for office for a two year term:

President	Aleta Neufeld, City of Lethbridge
Vice-President	Nona Housenga, Rocky View County
Secretary	Wanda Pintye, City of Calgary
Treasurer	Nancy Lougheed, Red Deer County
Director of Program and Education	Bonnie Hilford, City of Calgary
Director of Communications	Cheryl Hyde, Town of Canmore
Past President	Audrey Cerny
Auditor 1	Laura Kennedy, City of Edmonton

Appointment of Auditors

Appointment of one other auditor for the year ending December 31, 2014 and 2015.

9. Date and Location of 2015 and 2016 AMCA Conference

- a) Confirmation that the 2015 Annual Conference be held in Fort Saskatchewan on April 9-19, 2015 and the Pre-Conference on April 8, 2015, subject to availability of facilities.
- b) Confirmation that the 2016 Annual Conference be held in Regional Municipality of Wood Buffalo on April 14-15, 2016 and the Pre-Conference on April 13, 2016, subject to availability of facilities.

10. Other Business:

The Executive draw the names of two attendees who will win free registration for the 2015 Pre-Conference and Conference.

11. Adjournment

**Minutes of the Annual General Meeting of the Alberta Clerks Association held on
Friday, April 12th, 2013 at the Marriott, Calgary Airport, Calgary, Alberta**

PRESENT:

Executive Members:

President	Audrey Cerny, City of Grande Prairie
Vice President	Aleta Neufeld, City of Lethbridge
Treasurer	Jade Brown, Regional Municipality of Wood Buffalo
Secretary	Wanda Pintye, City of Calgary
Communications Director	Cheryl Hyde, Town of Canmore
Program/Education Director	Cathy Drescher, Town of High River
Past President	Doug Tymchyshyn, Parkland County

Membership:

Janice King	Town of High River
LaRae Ellis	Town of Chestermere (Intern)
Jesse Sopko	Northern Sunrise County
Kelly Kruger	Strathcona County
Jacqueline Roblin	Strathcona County
Chris Belke	City of St. Albert
Stacey Loe	Town of Cochrane
Audrey Rogers	Regional Municipality of Wood Buffalo
Joanne Wall	Regional Municipality of Wood Buffalo
Verna Staples	Town of Black Diamond
Patty Huber	Town of Whitecourt
Kim Isaak	City of Camrose
Jennifer McAdam	Parkland County
Carolynn Grey	City of Spruce Grove
Natalie Germann	MD of Bighorn
Sandy Peddle	Saddle Hills County
Carmela Erickson	Town of Innisfail
Sheryl Exley	City of Ft. Saskatchewan
Vivienne MacIntyre	City of Ft. Saskatchewan
Melanie Kanarek	Lac La Biche County
Carol Schofield	Town of Stony Plain
Rhonda West	Town of Hinton
Barbara Clifford	City of Calgary
Sue Gray	City of Calgary
Melanie Hulsker	City of Calgary
Jacqueline Nickerson	City of Cold Lake
Linda Turnbull	Town of Okotoks



Sharon Pollock	City of Airdrie
Kari Kitiuk	City of Airdrie
Tara Johnston-Lee	Town of Banff
Lisa Lee	Town of Banff
Samantha Saretsky	Red Deer County
Angela Cruickshank	City of Medicine Hat
Amy Rommens	City of Brooks
Tracy Parker	Yellowhead County
Frieda McDougall	City of Red Deer
Kelly Cust	Town of Viking (Intern)
Mavis Nathoo	City of Edmonton
Brad White	City of Edmonton
Nancy Lougheed	Red Deer County
Sandra Davis	City of Edmonton
Laura Kennedy	City of Edmonton
Jennifer Sawatzky	Town of Strathmore
Lindsay Thompson	Town of High Level
Brenda Hepp	County of PaintEarth No.18
Debbie Godfrey	Town of Olds
Kerry Van Ham	Town of Taber
Debra Heemeryck	Town of Strathmore

Guests:

Colin Doupe	Alberta Municipal Affairs
Cathy Duplessis	Alberta Municipal Affairs
Blaine Alexander	Alberta Municipal Affairs

Call to Order Audrey Cerny, President, called the meeting to order at 10:32 a.m.

Additions to The Agenda There were no additions to the agenda.

Adoption of the Agenda **MOVED by Laura Kennedy that the agenda be adopted.**

CARRIED

Alberta Municipal Affairs Presentation

Colin Doupe provided an update on current activities at Alberta Municipal Affairs. The update centered primarily on amendments to the Local Authorities Election Act (specifically Elector Identification), Election Forms Regulation, 2013 Election Training and Internet Voting.

Audrey thanked Colin, Cathy and Blaine for the presentation and for attending.

**Adoption of the
Minutes**

MOVED by Aleta Neufeld that the signed minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 20th, 2012, be posted on the association website.

CARRIED

Reports

Organization Committee Report

Audrey Cerny presented the Organizational Committee Report.

MOVED by Jesse Sopko that the Organization Committee Report be received as information.

CARRIED

Program / Education Committee Report

Cathy Drescher reported on the Program/Education for the this year's convention

MOVED by Jennifer McAdam that the Program/Education Committee Report be received as information.

CARRIED

Auditors' Report

The Auditors' Report for 2012 was presented by Nancy Lougheed.

MOVED by Mavis Nathoo that the 2012 Auditors' Report be accepted as presented.

CARRIED

Treasurer's Report

Jade Brown provided an overview of the Treasurer's report.

MOVED by Barbara Clifford that the Treasurer's Report be accepted as presented.

CARRIED

Membership Fees for 2013

Jade Brown recommended no increase to fees.

MOVED by Vivienne MacIntyre that the membership fees remain at \$160.00 per year for the calendar year 2013 be adopted.

CARRIED

Operating Budget for 2013

Jade Brown presented the 2013 Operating Budget to the membership. Audrey Cerny provided additional information on the approval of a grant from Municipal Affairs for the sum of \$2500 that could be utilized to cover some of the costs associated with holding the 2014 conference and noted that the Association could reapply for the same grant in 2014.

MOVED by Jacqueline Nickerson that the Operating Budget for January 1 to December 31, 2013 showing a balanced budget be adopted.

CARRIED

Financial Statements for 2012

MOVED by Jacqueline Nickerson that the Financial Statements for the period January 1 to December 31, 2012 be received as presented.

CARRIED

Date and Location for 2014 Conference

MOVED by Vivienne MacIntyre that the 2014 AMCA Conference be held in Fort Saskatchewan, from April 10th to 11th, 2014 and the Pre-Conference on April 9th, 2014.

CARRIED

Date and Location for 2015 Conference

MOVED by Cheryl Hyde that the 2015 AMCA Conference be held in Canmore, from April 9th to 10th, 2015 and the Pre-Conference on April 8th, 2015.

CARRIED

Date and Location for 2016 Conference

MOVED by Jade Brown that the 2016 AMCA Conference be held in Regional Municipality of Wood Buffalo, from April 14th to 15th, 2016 and the Pre-Conference on April 13th, 2016.

CARRIED

Other Business Post Election Event – Mid-November

MOVED by Freida McDougall that the post election event be held on November 19, 2013 at the City of Calgary, Election Office.

CARRIED

Amendment to Bylaw 1-2007 with respect to membership fees

INTRODUCE, Moved by Laura Kennedy, that Bylaw 1-2013, be introduced and read a first time

CARRIED

SECOND, Moved by Carol Schofield, that Bylaw 1-2013 be read a second time.

CARRIED

THIRD, Moved by Sheryl Exley, that Bylaw 1-2013 be read a third and final time.

CARRIED UNANIMOUSLY

Fee Schedule

MOVED by Sheryl Exley that the fee schedule be adopted.

CARRIED

**Items Directly
To Membership**

Resolution to Review Online Voting Opportunities

MOVED by Freida McDougall that the following resolution introduced.

NOW THEREFORE BE IT RESOLVED that the Alberta Municipal Clerks Association, having considered the recent provincial decision not to support an online voting pilot, hereby urges the provincial government to establish, as committed by the Minister of Municipal Affairs, a Municipal/Provincial committee to review online voting opportunities in Alberta and that the Alberta Municipal Clerks Association and its members be key participants of such a committee.

MOVED by Christopher Belke that the Review of Online Voting Opportunities resolution be adopted.

CARRIED

Resolution to Urge the Minister of Municipal Affairs to Adopt a Ministerial Order to Resolve Outstanding Issues With the Local Authorities Election Act

MOVED by Freida McDougall that the following resolution introduced.

NOW THEREFORE BE IT RESOLVED that the Alberta Municipal Clerks Association, having considered recent amendments to the Local Authorities Election Act with respect to voter identification hereby strongly urges the Minister of Municipal Affairs to adopt a Ministerial Order, on or before May 31, that will resolve outstanding issues in the legislature including but not limited to:

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- Clarity on post office boxes;
 - Public communication of ID requirements;
 - Ability for municipalities to have flexibility in determining form of identification
 - How to respond to electors who have recently relocated and do not have updated identification
 - Increased risk of disenfranchising/turning away electors

MOVED by Natalie Germann that the Ministerial Order to Resolve Outstanding Issues with the Local Authorities Election Act resolution be adopted.

CARRIED

MOVED by Cathy Drescher that a sub-committee be established to maintain the Association's presence in Municipal Affairs during the review of the Municipal Government Act. The sub-committee will gather a list of priority items – top ten burning issues from the membership that will be provided to Municipal Affairs. The sub-committee will consist of one member on the Executive Committee and four members of the Alberta Municipal Clerk's Association. The sub-committee has a sunset clause to continue until the work of the sub-committee is concluded.

The appointment to the sub-committee is as follows:

Cheryl Hyde, Canmore, Executive Committee Member
Audrey Rogers, Regional Municipality of Wood Buffalo
Stacey Loe, Town of Cochrane
Kim Isaak, City of Camrose
Frieda McDougall, City of Red Deer

CARRIED

Adjournment Audrey Cerny, President adjourned the meeting closed at 11:35 a.m.

President

Secretary

2013 STATEMENT OF PRE CONFERENCE EXPENSES & REVENUES

PRE CONFERENCE

Pre Conference Expenses	2013	2012
Speaker (Michelle Cederberg)	\$5,775.00	\$3,675.00
Shopping (transport)	\$ 229.95	\$ 309.75
Meals (Pkg includes Rm Rental)	\$3,524.96	\$2,126.11
Equipment	\$ 565.00	\$1,581.20
Total Pre Conference Expenses	\$10,094.91	\$7,692.06
Pre Conference Revenues		
Registration Fees (38 registered)	\$7,600.00	\$8,000.00
Fees Waived (2 registrants)	\$(400.00)	\$(400.00)
Refunds for Cancellations	\$(200.00)	\$(0.00)
Total Pre Conference Revenue	\$7,000.00	\$7,600.00
Pre Conference Profit/Loss	\$(3,094.91)	\$(92.06)
Cost Per Registrant:	\$265.66	\$192.31
Revenue Per Registrant:	\$200.00	\$190.00
Profit/Loss Per Participant:	\$(65.66)	\$(2.31)



**2013
STATEMENT OF CONFERENCE
EXPENSES & REVENUES**

CONFERENCE

Conference Expenses	2013	2012
Speakers (Gord Hume)	\$ 6,514.39	\$13,458.51
Meals (Pkg includes Room Rental)	\$ 6,602.82	\$ 3,188.47
Equipment	\$ 1,810.00	\$ 3,953.00
Wednesday Mix & Mingle	\$ 909.43	\$ 448.79
Banquet (incl. entertainment)	\$ 4,099.59	\$ 4,421.28
Miscellaneous (T-Shirts)	\$ 1,418.40	\$ 33.75
Total Conference Expenses	\$21,354.63	\$25,503.80
Conference Revenues		
Registration Fees (63 registered)	\$18,900.00	\$14,800.00
Banquet Guests	\$ 0.00	\$ 0.00
Fees Waived (2 registrants)	\$(600.00)	\$(600.00)
Refunds for Cancellations	\$(300.00)	\$(0.00)
Total Conference Revenue	\$18,000.00	\$14,200.00
Conference Profit/Loss	\$(3,354.63)	\$(11,303.80)
Cost Per Registrant:	\$ 344.43	\$ 500.08
Revenue Per Registrant:	\$ 300.00	\$ 278.44
Profit/Loss Per Participant:	\$(44.43)	\$(221.64)



Alberta
Municipal Clerks
Association

BALANCE SHEET
January 1, 2013 to
December 31, 2013

ASSETS

Current Assets:

Cash in Bank \$ 30,815.87

Investments \$ 25,432.53

Total Current Assets \$ 56,248.40

Prepaid Expenses:

\$ 0.00

TOTAL ASSETS \$ 56,248.40

LIABILITIES & EQUITY

Current Liabilities:

Liabilities \$ 0.00
(outstanding payments)

Total Current Liabilities: \$ 0.00

Equity \$ 56,248.40

TOTAL LIABILITIES & EQUITY \$ 56,248.40



Alberta
Municipal Clerks
Association

BANK RECONCILIATION

December 31, 2013

Chequing Account	
- Bank Statement	\$ 30,815.87
Outstanding Deposits	
Outstanding Cheques/payments	
	<u>\$ 30,815.87</u>
Balance	\$ 30,815.87



Alberta
Municipal Clerks
Association

BUDGET VARIANCE REPORT
January 1, 2013 to December 31, 2013

	BUDGET	ACTUAL	VARIANCE
REVENUE			
Membership Fees	\$ 14,560	15,920	1,360
Conference Fees	14,400	18,000	3,600
Pre Conference Fees	6,600	7,000	400
Provincial Grant	0	2,500	2,500
Transfer from Savings	0	0	
Interest	70	98	28
TOTAL REVENUE	\$ 35,630	\$ 43,518	\$ 7,888
EXPENDITURES			
Executive Committee:			
Meeting Expenses	250	0	250
Saskatchewan Conference			
AMCTO Conference			
Program/Education Committee:			
Annual Conference	20,000	21,355	1,355
Pre Conference	10,000	10,095	95
Census Workshop	0	0	0
Operations:			
Bank Charges, Postage & Office Supplies	200	160	40
Miscellaneous	50	0	
Website Development	4,000	8,001	4,001
Membership Recognition	100	0	
TOTAL EXPENDITURES	\$ 34,600	\$ 39,611	(5,011)



Alberta
Municipal Clerks
Association

**INTEREST INCOME
& INVESTMENTS**

January 1, 2013 to December 31, 2013

INVESTMENTS

Prime-Linked Cashable	\$ 54.83
Non Redeemable GIC	\$ 42.75

INTEREST INCOME **\$ 97.58**

INVESTMENTS

	2013	2012
Prime-Linked Cashable	\$ 21,988.44	\$ 21,933.61
Non Redeemable GIC	\$ 3,444.09	\$ 3,401.34

CASH POSITION **\$ 25,432.53** **\$ 25,334.95**

**NET INCREASE IN INVESTMENTS
SINCE LAST PERIOD** **\$ 97.58** **\$ 75.12**



PROPOSED BUDGET

2015

REVENUE	2015 BUDGET	2014 BUDGET	2013 ACTUAL
Membership Fees	15,200	15,200	15,920
Conference Fees	14,400	14,400	18,000
Pre Conference Fees	6,600	6,600	7,000
Provincial Grant	0	0	2,500
Transfer from Savings	0	0	0
Interest Income	85	70	98
TOTAL REVENUE	36,285	36,270	43,578
<u>EXPENDITURES</u>			
Executive Committee:			
Meeting Expenses	250	250	0
Saskatchewan Conference	0	0	0
Program/Education Committee:			
Annual Conference	23,670	23,670	21,355
Pre Conference	10,000	10,000	10,095
Association Treasurer:			
Bank Charges	100	100	160
Postage & Office Supplies	100	100	0
Miscellaneous	50	50	0
Organization Committee:			
Website Development	2,000	2,000	8,001
Membership Recognition	100	100	0
TOTAL EXPENDITURES	36,270	36,270	39,611
SURPLUS/DEFICIT	\$ 0	\$ 0	\$3,907