Alberta Transportation Safety Board

Annual Report
2015-2016
Note to Readers:
Copies of the annual report are available on the Alberta Transportation Safety Board website
http://atsb.alberta.ca

Alberta Transportation Safety Board

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Edmonton, AB T6B 2X3

June 2016
Alberta Transportation Safety Board

Annual Report

2015-16

Management’s Responsibility for Reporting ................................................................. 3
Chair’s Accountability Statement .................................................................................. 4
Message from the Chair ............................................................................................... 5

RESULTS ANALYSIS

Alberta Transportation Safety Board: Overview .......................................................... 6
Mandate ......................................................................................................................... 6
Key Responsibilities ...................................................................................................... 6
Board Membership ....................................................................................................... 7
Adjudicative Role ......................................................................................................... 7

DISCUSSION AND ANALYSIS OF RESULTS

Desired Outcome One: A Timely Administrative Appeal Process ......................... 8
Measure 1.a – Average number of calendar days between hearing an AALS or AZAT appeal and providing the appellant with a written decision .................................................. 8

Desired Outcome Two: A Fair and Effective Appeal Mechanism ........................ 9
Indicator 2.a – Number of applications ......................................................................... 10
Indicator 2.b – Number of hearing procedures .............................................................. 10

FINANCIAL INFORMATION

Independent Auditor’s Report .................................................................................... 11
Statement of Operations .............................................................................................. 12
Statement of Financial Position ................................................................................... 13
Statement of Change in Net Debt ................................................................................ 14
Statement of Cash Flows ............................................................................................... 15
Notes to the Financial Statements .............................................................................. 16
Schedule 1 Expenses – Directly Incurred Detailed by Object ..................................... 22
Schedule 2 Salary and Benefits Disclosure ................................................................. 23
Schedule 3 Related Party Transactions ...................................................................... 24
Schedule 4 Allocated Costs ......................................................................................... 25
Management’s Responsibility for Reporting

June 20, 2016

Honourable Brian Mason
Minister of Transportation

Dear Honourable Brian Mason:

2015-16 Annual Report for the Alberta Transportation Safety Board

It is my pleasure to submit to you the Board’s latest annual report.

Responsibility for the integrity and objectivity of the Alberta Transportation Safety Board’s (the “Board’s”) financial statements rests with the Board’s Chair. Under the direction of the Minister of Transportation, I oversee the preparation of the Board’s Annual Report and financial statements. The financial statements include amounts based on estimates and judgments and are prepared in accordance with Canadian public sector accounting standards.

As Chair of the Board, in addition to my program responsibilities, I am responsible for the Board’s financial statements and rely on support from Alberta Transportation for financial and administration reporting functions. Alberta Transportation maintains systems of financial management and internal control which give consideration to costs, benefits, and risks that are designed to facilitate preparation of Board business plans required under the Financial Administration Act and the Fiscal Planning and Transparency Act.

Yours Sincerely,

[Original signed by Doreen Poon Phillips]

Doreen Poon Phillips
Enclosed (2015-16 Annual Report)
cc: Deputy Minister, Transportation
Chair's Accountability Statement

The Alberta Transportation Safety Board's (the “Board's”) annual report for the year ended March 31, 2016 was prepared under my direction, taking into account the Board’s mandate and in accordance with the Board’s responsibilities under the Financial Administration Act and the Fiscal Planning and Transparency Act

[Original signed by Doreen Poon Phillips]

Doreen Poon Phillips
Message from the Chair

As Chair of the Alberta Transportation Safety Board, it is my pleasure to deliver our Board’s 2015-16 Annual Report.

Our mission is to foster transportation safety by conducting fair and timely appeals of driver, vehicle and railway safety decisions.

Together with my fellow Board members, we take our responsibility to act in the interest of public safety seriously as it relates to licensed drivers under the Traffic Safety Act, and to hear appeals pursuant to the Railway (Alberta) Act and the Dangerous Goods Transportation and Handling Act.

Our main focus is improving safety on Alberta’s transportation system. We work diligently on behalf of Albertans by conducting all of our hearings in a fair manner, in accordance with the principles of natural justice. For the past fiscal year, the Board conducted over 2700 hearings.

We are honoured to serve Albertans, knowing that we are trusted to adjudicate fairly, with the safety of the people who travel our province’s transportation system in mind.
RESULTS ANALYSIS

Alberta Transportation Safety Board: Overview

Mandate

The Alberta Transportation Safety Board is established under Part 2 of the Traffic Safety Act and conducts driver review and appeal hearings.

The Board’s mission is to conduct fair, timely and independent appeals of driver, vehicle and commercial carrier decisions, in accordance with the principles of natural justice. The Board hears appeals under the Traffic Safety Act, the Railway (Alberta) Act, and the Dangerous Goods Transportation and Handling Act. Many appeals are from decisions made by, or on behalf of, the Registrar of Motor Vehicle Services (Transportation) (the “Registrar”), the Railway Administrator, or the Director of the Dangerous Goods and Rail Safety Branch of Alberta Transportation.

With respect to commercial carriers, the Board provides an independent adjudication on appeals related to commercial carriers who have allegedly contravened provincial road safety regulations. The Board also provides an independent adjudication on appeals related to short-line Alberta railways who have allegedly contravened provincial railway safety and operating regulations.

In addition to its adjudicative role, the Board provides policy feedback and recommendations related to the implementation and enforcement of the Traffic Safety Act directly to the Minister of Transportation.

Key Responsibilities

The Alberta Transportation Safety Board is an independent, quasi-judicial body whose key responsibilities are to:

- Conduct driver review hearings and independent appeals of driver, vehicle and safety decisions of the Registrar of Motor Vehicle Services (Transportation) in accordance with the principles of natural justice.

- Conduct hearings under the Railway (Alberta) Act and the Dangerous Goods Transportation and Handling Act.

All decisions of the Alberta Transportation Safety Board are made independently in accordance with governing legislation, i.e., the Traffic Safety Act, the Railway (Alberta) Act, and the Dangerous Goods Transportation and Handling Act.
Board Membership

The Board consists of a cross-section of Albertans who are selected through a public recruitment process which includes assessing knowledge and expertise relating to administrative law and the relevant legislation, as well as their views on enforcement and common sense.

The Board members, including the Chair, are appointed by the Lieutenant Governor-in-Council in accordance with section 22 of the Traffic Safety Act. There were 25 community board members in 2015-16.

Adjudicative Role

The Board performs reviews and hears appeals under Part 2 of the Traffic Safety Act. Under Division 2, the Board undertakes reviews respecting the ability and attitude of drivers. These reviews can be initiated by the Board or on referral from the Registrar, the Minister of Transportation or a court.

The Board also hears a wide range of other appeals, under Division 3, associated with traffic safety decisions, including appeals from:

- Alberta Administrative Licence Suspensions (AALS), which are imposed when an individual has been charged under the Criminal Code with driving while impaired or driving with blood alcohol content over 80 milligrams percent;
- Immediate roadside suspensions (IRS) for driving with a blood alcohol concentration over 50 milligrams percent;
- Alberta Zero Alcohol Tolerance or (AZAT) program suspensions, which are issued to novice drivers, which are subject to Graduated Driver Licensing;
- Registrar’s decisions regarding the issuance or cancellation of permits, imposing terms or conditions on permits and disqualification of drivers;
- Registrar’s decisions regarding demerit points;
- Administrative penalties imposed by the Registrar regarding commercial transport, driver trainers, driver examiners, driver training schools, vehicle inspection facilities and/or technicians and safety certificates;
- Non-alcohol and non-drug related suspensions or disqualifications;
- Registrar’s decisions regarding participation in the Ignition Interlock Program, and
- Vehicle Seizure Program.

Under Part 4 of the Railway (Alberta) Act, the Board conducts reviews of actions taken by the Railway Administrator in relation to approvals and administrative penalties.

Decisions of the Board are subject to judicial review at the Alberta Court of Queen’s Bench and, in limited circumstances, under the Railway (Alberta) Act, to appeal at the Alberta Court of Appeal.
Discussion and Analysis of Results

Desired Outcome One: A Timely Administrative Appeal Process

Many factors that impact the amount of time between filing an application for appeal or the provisions of a written decision by the Board are not under the Board’s control. For example, disclosure of documents from a law enforcement agency or from the Registrar may delay a hearing where the agency does not respond in a timely manner. Similarly, the Board does not proceed to schedule an appeal unless the affected parties have proper notice of the grounds of appeal. This can take time depending on the complexity of the issues, the number of parties and the promptness of their submissions.

Given this context, the Board has selected one measure over which it does have control to gauge the timeliness of its administrative procedures.

**Measure 1.a – Average number of calendar days between hearing an AALS or AZAT appeal and providing the appellant with a written decision**

**Description:** The average number of calendar days per case taken between hearing an appeal and providing the appellant with a written decision. The case types included in this measure are:
- Alberta Administrative Licence Suspensions (AALS);
- Alberta Zero Alcohol Tolerance (AZAT).

**Results:**

The average time taken by the Alberta Transportation Safety Board between hearing an appeal for an AALS or AZAT case, and providing the appellant with a written decision in fiscal year 2015-16 was 25.99 calendar days.

<table>
<thead>
<tr>
<th>Previous Year's Results</th>
<th>Target</th>
<th>Current Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13</td>
<td>2013-14</td>
<td>2014-15</td>
</tr>
<tr>
<td>N/A</td>
<td>24.96</td>
<td>28.62</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>25.99</td>
</tr>
</tbody>
</table>

* Results were not tracked in 2012-13
** A minor adjustment has been made to 2014-15 results
Results Analysis:

The average number of calendar days taken between hearing an appeal and providing the appellant with a written decision in 2015-16 was 25.99 calendar days; this can be compared to the target of 24 calendar days and is a decrease of 2.63 calendar days from 2014-15. The number of Alberta Administrative Licence Suspension and Alberta Zero Alcohol Tolerance appeals heard by the Board increased by 46, a 132% increase since 2014-2015.

The continued revaluation of existing, and the implementation of new, administrative processes has significantly contributed to the increase in hearings heard over the last fiscal year.

Desired Outcome Two: A Fair and Effective Appeal Mechanism

It is also important that the Board hears appeals in accordance with the principles of natural justice. These principles concern procedural fairness and ensure a fair decision is reached by an informed and objective decision maker. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process.

The Board has identified a number of priority initiatives related to this goal:

- Continue to make recommendations to the Minister of Transportation with respect to the Traffic Safety Act and the Railway (Alberta) Act to improve accessibility, transparency, and fairness of hearings before the Board.
- Maintain procedural fairness going forward by undertaking a review of the Board Rules of Operation.
- Continue to review recent decisions from the courts for direction and comments on procedural fairness.
- Provide thorough training to its new and existing Board members so that they are well positioned to make fair decisions grounded in common sense, knowledge of the statutes under which the Board operates, and knowledge of the Board’s duty of fairness to all parties.
- Continue to operate offices and hold hearings in both Edmonton and Calgary and continue to hold hearings on a monthly basis in Grande Prairie, Red Deer, Medicine Hat and Lethbridge, to maximize accessibility.

The number of applications and hearing procedures indicate that the Board is meeting its obligation of procedural fairness and is maintaining an effective appeal process.
### Performance Indicators

<table>
<thead>
<tr>
<th></th>
<th>Actual 2013-14</th>
<th>Actual 2014-15</th>
<th>Actual 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.a Number of Applications (total)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• AALS</td>
<td>3185</td>
<td>3333</td>
<td>3044</td>
</tr>
<tr>
<td>• AZAT</td>
<td>357</td>
<td>531</td>
<td>459</td>
</tr>
<tr>
<td>• IRS</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>• Commercial Carrier</td>
<td>17</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>• Driver Examiner</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>• Driver Review</td>
<td>2803</td>
<td>2784</td>
<td>2570</td>
</tr>
<tr>
<td>• Railway Alberta</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* Minor adjustments have been made to 2013-2014 and 2014-2015 results

<table>
<thead>
<tr>
<th></th>
<th>Actual 2013-14</th>
<th>Actual 2014-15</th>
<th>Actual 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.b Number of Hearing Procedures (total)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• AALS</td>
<td>154</td>
<td>142</td>
<td>188</td>
</tr>
<tr>
<td>• AZAT</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>• IRS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>• Commercial Carrier</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>• Driver Examiner</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>• Driver Review</td>
<td>2803</td>
<td>2784</td>
<td>2570</td>
</tr>
<tr>
<td>• Railway Alberta</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Independent Auditor’s Report

To the Chair of Alberta Transportation Safety Board

Report on the Financial Statements
I have audited the accompanying financial statements of the Alberta Transportation Safety Board, which comprise the statement of financial position as at March 31, 2016, and the statements of operations, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management’s Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility
My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion
In my opinion, the financial statements present fairly, in all material respects, the financial position of the Alberta Transportation Safety Board as at March 31, 2016, and the results of its operations, its remeasurement gains and losses, its changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

[Original signed by Merwan N. Saher FCPA, FCA]

Auditor General

May 30, 2016

Edmonton, Alberta
# ALBERTA TRANSPORTATION SAFETY BOARD
## STATEMENT OF OPERATIONS
### Year ended March 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>2016 Budget</th>
<th>2016 Actual</th>
<th>2015 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from Department of Transportation</td>
<td>$2,380</td>
<td>$2,380</td>
<td>$2,472</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$1,606</td>
<td>$1,314</td>
<td>$1,180</td>
</tr>
<tr>
<td>Community Board Members</td>
<td>$754</td>
<td>$397</td>
<td>$429</td>
</tr>
<tr>
<td><strong>Annual Surplus</strong></td>
<td>$2,380</td>
<td>$1,681</td>
<td>$1,609</td>
</tr>
</tbody>
</table>

$- $579 $663

The accompanying notes and schedules are part of these financial statements.
# Alberta Transportation Safety Board: 2015-16 Annual Report

## Statement of Financial Position
As at March 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>2016 (in thousands)</th>
<th>2015 (in thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Assets</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>$ 158</td>
<td>$ 147</td>
</tr>
<tr>
<td><strong>Net Debt</strong></td>
<td>(158)</td>
<td>(147)</td>
</tr>
<tr>
<td><strong>Net Liabilities</strong></td>
<td>$ (158)</td>
<td>$ (147)</td>
</tr>
<tr>
<td>Net Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Net Liability (Note 7)</td>
<td>(158)</td>
<td>(147)</td>
</tr>
<tr>
<td>Contractual obligations (Note 5)</td>
<td>(158)</td>
<td>(147)</td>
</tr>
</tbody>
</table>

The accompanying notes and schedules are part of these financial statements.
### ALBERTA TRANSPORTATION SAFETY BOARD
### STATEMENT OF CHANGE IN NET DEBT
#### Year ended March 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>2016 Budget</th>
<th>2016 Actual</th>
<th>2015 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Surplus</td>
<td>$</td>
<td>$679</td>
<td>$863</td>
</tr>
<tr>
<td>Net Financing Provided by Department of Transportation</td>
<td>-</td>
<td>($650)</td>
<td>($840)</td>
</tr>
<tr>
<td>(Increase)/Decrease in Net Financial Assets (Liabilities) (Net Debt), Beginning of Year</td>
<td>(11)</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(147)</td>
<td>(171)</td>
<td></td>
</tr>
<tr>
<td>(Net Debt), End of Year</td>
<td>$</td>
<td>($158)</td>
<td>($147)</td>
</tr>
</tbody>
</table>

The accompanying notes and schedules are part of these financial statements.
### ALBERTA TRANSPORTATION SAFETY BOARD
### STATEMENT OF CASH FLOWS
### As at March 31, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 (in thousands)</th>
<th>2015 (in thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Surplus</td>
<td>$679</td>
<td>$863</td>
</tr>
<tr>
<td>Non-cash items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuation Adjustments</td>
<td>(15)</td>
<td>5</td>
</tr>
<tr>
<td>Increase (Decrease) in Accounts Payable and Accrued Liabilities</td>
<td>664</td>
<td>866</td>
</tr>
<tr>
<td>Cash Provided by Operating Transactions</td>
<td>26</td>
<td>(29)</td>
</tr>
<tr>
<td><strong>Financing Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Financing Provided from Department of Transportation</td>
<td>(690)</td>
<td>(839)</td>
</tr>
<tr>
<td>Cash Applied to Financing Transactions</td>
<td>(690)</td>
<td>(839)</td>
</tr>
<tr>
<td>Increase (Decrease) in Cash and Cash Equivalents</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cash and Cash Equivalents, Beginning of Year</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cash and Cash Equivalents, End of Year</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

The accompanying notes and schedules are part of these financial statements.
ALBERTA TRANSPORTATION SAFETY BOARD
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2016

NOTE 1  AUTHORITY AND PURPOSE

The Alberta Transportation Safety Board (Board) is a Provincial Agency established in 2003 pursuant to Section 22 of the Traffic Safety Act.

The Alberta Transportation Safety Board:

- Conducts driver review hearings and independent appeals of driver, vehicle and safety decisions from the Registrar of Motor Vehicle Services in accordance with the principles of natural justice.
- Conducts hearings under the Railway (Alberta) Act.

All decisions of the Alberta Transportation Safety Board are made independently in accordance with governing legislation: the Traffic Safety Act and the Railway (Alberta) Act.

The Board is exempt from income taxes under the Income Tax Act.

NOTE 2  SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND REPORTING PRACTICES

These financial statements are prepared in accordance with Canadian public sector accounting standards (PSAS).

(a) Reporting Entity

The reporting entity is Alberta Transportation Safety Board, which is part of the Ministry of Transportation and for which the Minister of Transportation is accountable. The other entity reporting to the Minister is the Department of Transportation. The activities of the Department are not included in these financial statements. The Ministry Annual Report provides a more comprehensive accounting of the financial position and results of the Ministry’s operations for which the Minister is accountable.

All departments of the Government of Alberta operate within the General Revenue Fund (the Fund). The Fund is administered by the President of Treasury Board and Minister of Finance. All cash receipts of departments are deposited into the Fund and all cash disbursements made by departments are paid from the Fund. Net Financing provided from general revenues is the difference between all cash receipts and all cash disbursements made.

(b) Basis of Financial Reporting

Revenue accounting policy

All revenues are reported on the accrual basis of accounting. Cash received for which goods or services have not been provided by year end is recorded as deferred revenue.
NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND REPORTING PRACTICES (continued)

(b) Basis of Financial Reporting (continued)

Government Transfers

Transfers from the Government of Alberta, federal and other governments are referred to as government transfers.

Government transfers are recorded as deferred revenue if the eligibility criteria for use of the transfer, or the stipulations together with the Board’s actions and communications as to the use of transfers create a liability.

All other government transfers, without stipulations for the user of the transfer, are recorded as revenue when the Board is eligible to receive the funds.

Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year are expensed.

Directly Incurred

Directly incurred expenses are those costs the Board has primary responsibility and accountability for, as reflected in the Government’s budget documents.

In addition to program operating expenses such as salaries, supplies, etc., directly incurred expenses also include:

- pension costs, which are the cost of employer contributions for current service of employees during the year.
- valuation adjustments which include changes in the valuation allowances used to reflect financial assets at their not recoverable or other appropriate value. Valuation adjustments also represent the change in management’s estimate of future payments arising from obligations relating to vacation pay, guarantees and indemnities.

Incurred by Others

Services contributed by related other entities in support of the Board operations are not recognized and are disclosed in Schedule 3.

Assets

Financial assets are the Board’s financial claims on external organizations and individuals.
NOTE 2  SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND REPORTING PRACTICES (continued)

(b) Basis of Financial Reporting (continued)

Liabilities

Liabilities represent present obligations of the Board to external organizations and individuals arising from transactions or events occurring before year end. They are recorded when there is an appropriate basis of measurement and management can reasonably estimate the amount.

Liabilities also include:
• all financial claims payable by the Board at the year end.
• accrued employee vacation entitlements.

Valuation of Financial Assets and Liabilities

Fair value is the amount of consideration agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

The fair values of accounts payable, and accrued liabilities are estimated to approximate their carrying values because of the short term nature of these instruments. Fair values of loans are not reported due to there being no organized financial market for the instruments and it is not practicable within constraints of timeliness or costs to estimate the fair value with sufficient reliability.

Statement of Remeasurement Gains and Losses

As Alberta Transportation Safety Board does not have any transactions involving financial instruments that are classified in the fair value category and has no foreign currency transactions, there are no re-measurement gains and losses and therefore a statement of re-measurement gains and losses has not been presented.
ALBERTA TRANSPORTATION SAFETY BOARD
NOTES TO THE FINANCIAL STATEMENTS (Cont’d)
MARCH 31, 2016

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND REPORTING PRACTICES (continued)

(c) Change in Accounting Policy

Adoption of the Net Debt Model

The net debt model (with reclassification of comparatives) has been adopted for the presentation of financial statements. Net debt is measured as the difference between Alberta Transportation Safety Board’s financial assets and liabilities.

A net debt balance indicates the extent of the Board’s dependence on net assets from government transfers and operating revenues in order to settle its liabilities.

The effect of this change results in changing the presentation of the Statement of Financial Position and adding the Statement of Change in Net Debt.

NOTE 3 FUTURE ACCOUNTING CHANGES

In June 2015 the Public Sector Accounting Board issued these following accounting standards:

• PS 2200 Related Party Disclosures and PS 3420 Inter-Entity Transactions (effective April 1, 2017)

PS 2200 defines a related party and establishes disclosures required for related party transactions; PS 3420 establishes standards on how to account for and report transactions between public sector entities that comprise a government’s reporting entity from both a provider and recipient perspective. Management is currently assessing the impact of these standards on the financial statements.

• PS 3430 Restructuring Transactions (effective April 1, 2018)

This standard provides guidance on how to account for and report restructuring transactions by both transferors and recipients of assets and / or liabilities, together with related program or operating responsibilities. Management is currently assessing the impact of these standards on the financial statements.
ALBERTA TRANSPORTATION SAFETY BOARD
NOTES TO THE FINANCIAL STATEMENTS (Cont’d)
MARCH 31, 2016

NOTE 4  BUDGET
(in thousands)

A preliminary business plan with a budgeted surplus of $0 was approved by the Chair of Alberta Transportation Safety Board on March 12, 2015 and the full financial plan was submitted to the Minister of Transportation. The budget reported in the statement of operations reflects the original 2016 annual surplus and additional reclassifications required for more consistent presentation with current and prior year results.

NOTE 5  CONTRACTUAL OBLIGATIONS
(in thousands)

Contractual obligations are obligations of the Board to others that will become liabilities in the future when the terms of those contracts or agreements are met.

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts: 2016-17</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

NOTE 6  BENEFIT PLANS
(in thousands)

The Board participates in the multi-employer pension plans: Management Employee Pension Plan, Public Service Pension Plan and Supplementary Retirement Plan for Public Service Managers. The expense of these pension plans is equivalent to the annual contributions of $119 for the year ended March 31, 2016 (2015 - $56). Ministries are not responsible for future funding of the plan deficit other than through contribution increases.

At December 31, 2015, the Management Employees Pension Plan reported a surplus of $299,051 (2014 - surplus $75,805) and the Public Service Pension Plan reported a deficiency of $133,188 (2014 - deficiency $83,299) and the Supplementary Retirement Plan for Public Service Managers reported a deficiency of $16,305 (2014 - deficiency $17,203).

The Board also participates in two multi-employer Long Term Disability Income Continuance Plans. At March 31, 2016, the Bargaining Unit Plan reported an actuarial surplus of $83,006 (2015 – surplus $86,888) and the Management, Opted Out and Excluded Plan an actuarial surplus of $29,246 (2015 – surplus $32,343). The expense for these two plans is limited to the employer’s annual contributions for the year.
NOTE 7  ACCUMULATED NET LIABILITIES

Accumulated net liabilities are comprised of the following:

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance April 1, 2015</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Annual Surplus</td>
<td>(147)</td>
<td>(171)</td>
</tr>
<tr>
<td>Net Financing Provided from Department of Transportation</td>
<td>679</td>
<td>863</td>
</tr>
<tr>
<td>Balance March 31, 2016</td>
<td>(590)</td>
<td>(839)</td>
</tr>
<tr>
<td></td>
<td>(198)</td>
<td>(147)</td>
</tr>
</tbody>
</table>

NOTE 8  SUBSEQUENT EVENT

In May 2016, wildfires seriously affected Fort McMurray and surrounding communities. The government is in the process of providing financial assistance for uninsurable loss and damage through its Disaster Recovery Programs (DRP). The DRP is administered and funded by Alberta Emergency Management Agency through the authority of the Disaster Recovery Regulation.

The Province, subject to certain criteria, may recover part of the above costs from the federal government through the Disaster Financial Assistance Arrangement, pending approval through its Order in Council.

The financial impact on the government entity may be significant but is uncertain at this stage.

NOTE 9  COMPARATIVE FIGURES

Certain 2015 figures have been reclassified to conform to the 2016 presentation.

NOTE 10  APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved by the senior financial officer and the Chair, Alberta Transportation Safety Board.
<table>
<thead>
<tr>
<th></th>
<th>2016 Budget</th>
<th>2015 Actual</th>
<th>2015 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, Wages and Employee Benefits</td>
<td>$1,144</td>
<td>$1,033</td>
<td>$934</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>$1,216</td>
<td>$648</td>
<td>$675</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,360</strong></td>
<td><strong>$1,681</strong></td>
<td><strong>$1,609</strong></td>
</tr>
</tbody>
</table>
## Schedule 2

**Alberta Transportation Safety Board**  
**Schedules to Financial Statements**  
**Salary and Benefits Disclosure**  
**Year Ended March 31, 2016**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair, Alberta Transportation Safety Board</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Salary(^{(1)})</td>
<td>$196,338</td>
<td>$ -</td>
<td>$55,798</td>
<td>$251,136</td>
</tr>
<tr>
<td>Other Cash Benefits(^{(2)})</td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$251,136</td>
<td>$100,035</td>
</tr>
</tbody>
</table>

(1) Base salary includes regular salary and earnings such as acting pay.
(2) Other cash benefits include vacation payouts and lump sum payments. There were no bonuses paid in 2018.
(3) Other non-cash benefits include government’s share of all employee benefits and contributions or payments made on behalf of employees including pension, supplementary retirement plans, health care, dental coverage, group life insurance, short and long term disability plans, professional memberships and tuition fees.
Schedule 3

ALBERTA TRANSPORTATION SAFETY BOARD
SCHEDULE TO FINANCIAL STATEMENTS
RELATED PARTY TRANSACTIONS
Year ended March 31, 2016
(in thousands)

Relaxed parties are those entities consolidated or accounted for on the modified equity basis in the Government of Alberta’s financial statements. Related parties also include management in the Board.

The Board and its employees paid or collected certain taxes and fees set by regulation for premiums, licenses and other charges. These amounts were incurred in the normal course of business, reflect charges applicable to all users, and have been excluded from this schedule.

The Board had the following transactions with related parties recorded on the Statement of Operations and the Statement of Financial Position at the amount of consideration agreed upon between the related parties:

<table>
<thead>
<tr>
<th>Entities in the Ministry</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant from Department of Transportation</td>
<td>$2,360</td>
<td>$2,472</td>
</tr>
</tbody>
</table>

The Board also had the following transactions with related parties for which no consideration was exchanged. The amounts for these related party transactions are estimated based on the costs incurred by the service provider to provide the service. These expense amounts are not recorded in the financial statements but are disclosed in Schedule 4.

<table>
<thead>
<tr>
<th>Entities in the Ministry</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses - Incurred by Department of Transportation (Schedule 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Services</td>
<td>$170</td>
<td>$170</td>
</tr>
<tr>
<td>Human Resources</td>
<td>112</td>
<td>112</td>
</tr>
<tr>
<td>Information Technology</td>
<td>103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>$385</td>
<td>$385</td>
</tr>
<tr>
<td>Other Entities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses - Incurred by Other Entity (Schedule 4)</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$98</td>
<td>$105</td>
</tr>
<tr>
<td>Legal Services</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>$164</td>
<td>$108</td>
</tr>
</tbody>
</table>
## Schedule 4

### ALBERTA TRANSPORTATION SAFETY BOARD
SCHEDULES TO FINANCIAL STATEMENTS
ALLOCATED COSTS
Year ended March 31, 2016
(In thousands)

<table>
<thead>
<tr>
<th>Program</th>
<th>Expenses</th>
<th>Business Services</th>
<th>Accommodation</th>
<th>Legal Services</th>
<th>Total Expenses</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,314</td>
<td>$386</td>
<td>$98</td>
<td>$0</td>
<td>$1,603</td>
<td>$1,673</td>
</tr>
<tr>
<td>Community Board Members</td>
<td>367</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>367</td>
<td>439</td>
</tr>
<tr>
<td></td>
<td>$1,681</td>
<td>$386</td>
<td>$98</td>
<td>$0</td>
<td>$2,110</td>
<td>$2,110</td>
</tr>
</tbody>
</table>

1. Expenses - Directly incurred as per Statement of Operations.
2. Costs shown for Business Services include charges for Financial Services, Human Resources, and Information Technology.