

Lillian Ruby Clements, 1915  
First female lawyer in Alberta



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— The —  
**Legal**  
**Archives**  
**Society**  
of  
Alberta  
v



First Members of the Law Society of Alberta, 1907.

**PRESERVING  
AND PROMOTING  
ALBERTA'S LEGAL  
HISTORY...**

# 2015 Annual Report



Medicine Hat Courthouse, Alberta



The Old Court House, Calgary, Alberta



Red Deer Courthouse, Alberta



Court House, Edmonton, Alberta

**LEGALARCHIVES.CA**  
LASA@LEGALARCHIVES.CA

*“To understand the evolution of law and society in Alberta is to understand our past...”*

*The Legal Archives Society of Alberta is your link to this understanding.”*

## **Society Profile**

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The Legal Archives Society of Alberta (LASA) is dedicated to preserving, promoting and understanding the evolution of law and society in Alberta by establishing and preserving a complete and accurate historical record of the legal profession in Alberta. Incorporated under the *Societies Act of Alberta* in 1990, LASA is governed by an independent Board of Directors.

In fulfillment of its mission, LASA operates a legal heritage program and facility for the private sector legal community. LASA’s principal objectives are to:

- preserve the documentary heritage of lawyers, judges, and legal organizations in Alberta
- provide services for the legal community to identify, retain and use their archival records
- provide source material for legal and public research in the history of law and society in Alberta
- enhance awareness of and celebrate the role of law in Alberta’s history

LASA’s seven program areas are:

- Archives
- Exhibits and Interpretation
- Research Services
- Records and Archives Consulting
- Legal History Library
- Publications
- Oral History

## ***President's Report***

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The Legal Archives Society of Alberta received some significant records in the past year including those from the Hon. Constance Hunt, the Hon. Judge E.R.R. (Ted) Carruthers, the Hon. William G. Morrow, Q.C., and Garth Fryett, Q.C.

We are pleased that the legal profession continues to choose LASA as its repository for preserving its history. LASA's staff work diligently to provide archival and research services, and promote Alberta's legal history through LASA's various programs.

Once again, the Law Society of Alberta provided our core funding, for which we are grateful. Our annual campaign and the generosity of our donors provided the financial assistance that allowed us to meet our project goals. We would like to thank our donors for making 2015 another successful year for LASA.

A handwritten signature in blue ink that reads "Shaun Maclsaac".

Shaun T. Maclsaac, Q.C.  
Chair

## ***Executive Director's Report***

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The Legal Archives Society of Alberta was busy in 2015 commemorating Alberta lawyers who fought for Canada during World War I. LASA began an exciting project producing a short film detailing George Davidson's send off from Medicine Hat to his death at the Battle of the Somme.

We also hosted our annual Historical Dinner in October at the Palliser Hotel with speeches from Gordon Brown, Q.C., and the Hon. Clifton O'Brien.

LASA also arranged and described the aboriginal justice holdings of Karen Gainer and the Hon. Jack Sissons.

LASA continues to grow and received a number of significant archival donations throughout 2015. Our finances remain stable, and we look forward to continuing as Canada's only independent legal archives.

A handwritten signature in black ink that reads "Stacy Kaufeld".

Stacy F. Kaufeld, M.A.  
Executive Director

# ***Key Statistics***

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## **Administration and Finances**

- received \$193,000 from the Law Society of Alberta in operating grants
- received \$48,500 in special project grants
- received \$22,125 in grants for special archival projects
- \$48,414 raised through our annual campaign
- received \$1,105 in publication sales
- received \$12,593 in Endowment fund income
- received \$76,467 from casino proceeds (pro-rated over 2 years from the 2014 casino)
- received \$2,375 from the Calgary Historical Dinner (after expenses)

## **Archives**

- acquired 24 accessions amounting to approximately 5.92 metres of textual records
- holdings consist of over 850 metres of records by the end of the year

## **Exhibits and Interpretation**

- LASA participated in “Law Day” in Calgary
- LASA participates annually in the Archives Society of Alberta virtual exhibit ([archivesalberta.org](http://archivesalberta.org))
- LASA’s website ([legalarchives.ca](http://legalarchives.ca)) includes upcoming events and a virtual exhibit
- Developed several exhibits celebrating Alberta’s legal heritage

## **Research Services**

- received 133 requests for information

## **Historical Publications**

- No books were published in 2015. LASA expanded its ‘Occasional Paper’ section on the website to include writings from the Hon. R.A. Dixon.

## **Oral History**

- LASA completed the Calgary Oral History program with a grant from Alberta Historical Resources Foundation
- LASA continues to work on the Edmonton Oral History Program

## **Library**

- 7 titles were added to the library

## ***Administration and Finances***

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In 2015, LASA operated on a budget of \$380,168. The Law Society of Alberta provided the core grant of \$193,000.

LASA is a registered charity and holds category “A” status under the *Cultural Properties Export and Import Act*.

### **Project Funding**

For the fiscal year of 2015 LASA received a total of \$70,625 in project funding or commitments from outside sources to fund specific projects. Though a number of applications were submitted to various organizations, many were not successful due to the high number of applicants and a limited amount of funds available. LASA plans to reapply to the Calgary Foundation, Community Initiatives Program, and Community Facility Enhancement Program for funding in 2016.

#### *Archives Society of Alberta*

LASA received \$7,500 from the ASA Control of Holdings to arrange and describe the donations of papers on aboriginal justice from Karen Gainer and from the Hon. John Sissons, first resident judge of the Northwest territories in 2015.

#### *Canadian Heritage, World War Community Commemoration Fund*

\$32,500 was received from Heritage Canada to produce a film commemorating Alberta lawyers from Medicine Hat who fought for Canada in World War I.

### **2015 Annual Campaign**

The purpose of the annual campaign is to raise funds to cover operating expenses for the current and next fiscal year. Staff and volunteer supporters normally set out to achieve an annual goal of \$50,000 (after expenses) through two major fundraising efforts: a direct mail campaign, and the Historical Dinner. The total amount received in 2015 campaign was \$50,789.

#### *Direct Mail Campaign*

LASA mailed out approximately 1,000 appeal letters and donor cards to Alberta’s legal and judicial communities. Combined with other contributions throughout the year, the profession responded with \$48,414 in direct donations. In 2015, LASA used electronic mailing for the first time, which allowed for lower expenses.

#### *Historical Dinners*

LASA held its annual fundraising Dinner in 2015 in Calgary celebrating the centenary of the Canadian Bar Association, Alberta. The keynote speakers were the Hon. Clifton O’Brien, Q.C. and Gordon Brown, Q.C. The evening was a great success, and LASA is appreciative to all those who attended and continue to support preserving and promoting Alberta’s legal heritage. The total surplus was \$2,375.

## **Alberta Legal Heritage Fund**

In 1997 LASA established the Alberta Legal Heritage Fund at the Edmonton Community Foundation, the Calgary Community Foundation and the Medicine Hat Community Foundation. In 1998 funds were established in the Community Foundations of Red Deer, Lethbridge and Grande Prairie. Funds from casinos held in 1998,1999, 2000, 2002, 2003 and 2004 were also added to the Alberta Legal Heritage Fund in each community. The interest income received from the funds is used to ensure the future preservation of legal archives in Alberta. In the past year \$12,531 was received in Endowment Income.

## **Casino**

LASA held a charity casino at Cowboys Casino in Calgary on May 23 & 24, 2014. Casino profits are first deposited in a city-wide pool and then distributed. LASA's portion of this profit was received during the third quarter of 2014 and amounted to \$76,467, which is prorated over two years.

## **Membership**

Membership stood at 127 on December 31, 2015, a decrease from last year's total of 144. Revenue from annual campaign donations for 2015 was \$48,414, an increase over last year's amount of \$37,600. The average donation in 2014 was \$263; in 2015 it was \$381.

Contributions were distributed among the following categories:

Honourary Members - 20	Advocate (\$500 - \$999) - 19
Supporter (up to \$149) - 9	Patron (\$1,000 - \$4,999) - 5
Friend (\$150 - \$249) - 55	Benefactor (\$5,000 - \$9,999) - 2
Sustainer (\$250 - \$499) - 37	

A list of donors for 2015 can be found on page 12 of the Annual Report.

## **Annual General Meeting**

On June 10, 2015, LASA held its Annual General Meeting via video conference in Edmonton and Calgary. Members of the current Board of Directors, Susan V.R. Billington, Q.C., Shaun T. MacIsaac, the Hon. Mr. Justice Jack Watson, Dennis McDermott, Q.C., Wayne Malcolm Schafer, Q.C., Neil Watson, the Hon. Mr. Justice Dallas K. Miller, Andrew MacRae and Duncan McKillops, Q.C, allowed their names to stand. Shaun T. MacIsaac, Q.C. was elected Chair, and Wayne Malcolm Schafer, Q.C, was elected Vice Chair. New elected board members include the Hon. Judge John Maher, Dennis B. Denis, Q.C., Shaun F. Mellen, and Leanne Young, Q.C.

Dominique Clément spoke about federal and provincial freedom of information laws and the increasing negative affect these laws are having on historical research.

LASA operates a province-wide archives program and facility based in Calgary. The main components of the archives are:

- acquiring and appraising records of the legal and judicial communities
- arranging, describing and constructing finding aids for records
- storing and preserving records

## Facilities and Conservation

LASA's administrative and research offices and storage vault is limited. In 2006, there was approximately 100 metres of records stored at Iron Mountain. In 2011, LASA has 500 metres of records stored at Iron Mountain and 300 metres of records onsite. 85 bankers boxes of archival records were transferred to Iron Mountain for permanent storage in August 2011.

LASA purchased three double-sided shelving units providing an additional 36 metres of shelving space in the vault.

Disaster planning conservators from the Archives Society of Alberta, with funds provided by the Alberta government for flood planning, visited LASA in July 2015. The ASA conservators updated LASA's emergency assessment and disaster plan. Tools and equipment given to LASA (free of charge) include an emergency kit, digital temperature/environment monitor, a new external hard drive, and oversized archival Hollinger boxes.

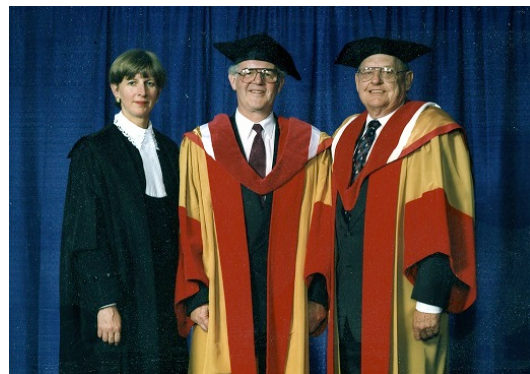
## Acquisitions

LASA acquired 24 accessions in 2015, amounting to nearly 5.92 linear metres of textual records, over 2,300 photographs, 2 sound recordings. Cultural historic materials donated include a notary stamp, wooden client file box, a briefcase, and a gavel. Currently LASA's holdings exceed 850 metres. Noteworthy acquisitions in 2015 include:

### **Hon. Constance Hunt**

Accession number 2015-006  
2.56 metres of textual records  
Date Range: 2001-2014

Consists of judges notebook binders from the Honourable Constance Hunt, Alberta Court of Queen's Bench and Alberta Court of Appeal. Binders include Justice Hunt's handwritten notes while serving as a Justice on the Court of Appeal of Alberta.



*The Hon. Constance Hunt and the Hon. J  
Herbert Laycraft  
LASA Accession#: 2015-010*

### **Judge E.R.R. (Ted) Carruthers**

Accession number 2015-008  
1.5 metres of textual records  
Date Range: 2005-2015

Consists of 50 judge's notebooks containing handwritten notes made by the Honourable E.R.R. (Ted) Carruthers, retired judge of the Provincial Court of Alberta, Family and Youth Courts. The notebooks represent the last ten years of Judge Carruthers' career.

**Justice William Morrow**

Accession number 2015-00  
12.5 cm of textual records  
Date Range: 1906-1980

Justice Morrow's daughter Polly and son Lee visited LASA to view the holdings on their father. Justice Morrow was a stamp collector and his children donated his stamp collection to LASA during their visit. Included in the accrual is a valuable collection from the Alberta Law Stamp series (1906-1930) issued by the Law Society of Alberta. Stamps were used to file court documents. The collection also contains numerous empty envelopes bearing Canada and international postage stamps as well as first-day covers, commemorative dog sled mail envelopes, and correspondence.



*Edmonton Legal Forum, September 1999  
LASA Accession #: 2015-010*

**Garth Fryett, Q.C.**

Accession number 2015-010  
43.5 cm of textual records; 98 photographs  
Date Range: 1938-2005

Consists of papers accumulated by retired LASA Board member Garth Fryett, Q.C. of Edmonton's Brownlee Fryett law firm. Items include law firm records, and many photographs of the joint dinner held on November 14, 1990 between the Legal Forum and the Legal Circle to honour Justice Stevenson on his appointment to the Supreme Court of Canada. Law firm records include partnership agreements, annual statements, statements of claim, business and personal correspondence, and other legal history memorabilia. Also includes the transcripts of the swearing-in ceremonies for R.A. Dixon, C.W. Clement, S.S. Lieberman, R.P. Kerans, M.B. O'Byrne, R.H. Belzil, and L.D. Hyndman.

**Arrangement and Description**

The activity of arranging and describing archives involves: accessioning the records to gain physical control; completing a preliminary listing of the material to facilitate access to the holdings; storing material for long-term preservation; and producing finding aids compliant with the *Rules of Archival Description* to aid researchers. A group of records from one person or organization is described in archival terms as Fonds. Detailed descriptions of all acquisitions received by LASA are available on the automated ACCESSION database. Approximately 75% of LASA's holdings are archivally arranged and described at the fonds and series level on the FONDS database. Of



the 116 fonds described, most are processed to the file and item level and include a finding aid available for researchers.

In 2015, LASA moved forward on a short historical film detail two Medicine Hat, Alberta lawyers who fought in World War I. LASA has engaged Julian Antelope Black (film maker) and Megan Reneau (actor representative) to complete the project. This project has received funding and support from various organizations, including the City of Medicine Hat, Medicine Hat Bench and Bar Association, Canadian Heritage, Veterans Affairs Canada, Community Initiatives Program, Project Grant from the Alberta government, and private donations. As well, LASA has obtained a number of in-kind donations, including venue rental, costume rental, props, and services for extras on set), which amounts to approximately \$14,500. Shooting was completed in early 2016. This is a 22 - minute short, historical docudrama.

In 2014, LASA experienced a significant data loss/recovery. LASA's digital vault contained original photographs, high-resolution scans of archival images, and oral history interviews. This was a considerable loss of data. Throughout 2015, LASA has worked towards improving our IT support. We have replaced all our computers, introduced several measures to ensure back ups are completed on a regular basis. LASA will continue to work on an ongoing basis with our IT support to ensure that risks for data loss are minimized.

## **Reference Services**

LASA maintains an automated reference system which provides access to information on lawyers, legal organizations, and judges in the province and supports research projects such as family histories, case law, and biographies. Staff perform limited searches and interpretation of material in response to reference inquiries.

LASA received 133 requests for information relating to or taken directly from its holdings. Some of these requests involved extensive in-house research of archival material over a period of weeks; other were simple requests for information provided in a matter of minutes over the telephone. The information has been used for locating practice files, to complete genealogical research, or to produce historical publications. The types of researchers are broken down as follows: Donor/ Depositor - 9; Legal Community - 39; Academic Community - 12; Private Researchers - 19; Media - 3; Other Archives/Libraries - 6; and the Law Society of Alberta - 45.

## **Exhibits and Outreach**

### Legal Education Society of Alberta

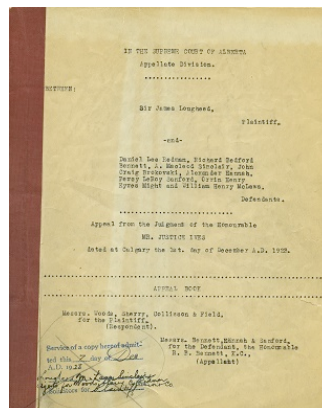
1915 was the 100 year anniversary of the first female lawyer - Lillian Ruby Clements - admitted to the Law Society of Alberta. LASA provided photographs to the Legal Education Society of Alberta for their gala event on September 15, 2015 where the Hon. Madam Justice Suzanne Côté of the Supreme Court of Canada spoke about 'Pioneer Women Lawyers/Trailblazers of Alberta'. At the event, a number of female judges and lawyers spoke about the progress of women in the law in Alberta

## Bennett Jones LLP

LASA exhibits regarding the history of the Bennett Jones law firm, and the Court of Appeal of Alberta highlighting the career of Chief Justice J. Herbert Laycraft were loaned on August 14 and September 9, 2015 for a private event and memorial function.

## Calgary Historical Dinner Display

An exhibit was developed to celebrate the 25th anniversary of the Legal Archives Society of Alberta, and the 100th anniversary of the Canadian Bar Association, Alberta. The display highlighted records and photographs documenting the past 100 years of the CBA, Alberta, as well as honouring two of our best, The Right Hon. R.B. Bennett, K.C., and the Hon J. Herbert Laycraft, Chief Justice of Alberta.

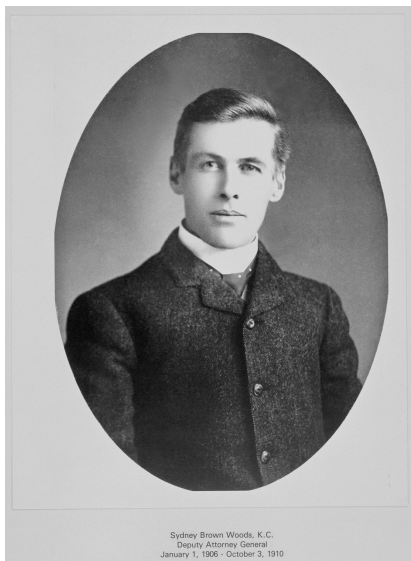


*Lougheed - Bennett split,  
LASA Accession #: 2015-022*

## ***Other Heritage Programs***

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### **Publications**



*Sydney Brown Woods, K.C.  
Field LLP*

LASA did not publish any books in 2015

LASA expanded its first 'Occasional Paper' available for download on LASA's website ([www.legalarchives.ca](http://www.legalarchives.ca)). The paper details the life and times of the Hon. R.A. Dixon.

#### *Architypes*

LASA published only one issue of its newsletter, *Architypes*, which was distributed to members of the Law Society of Alberta and Alberta Courts. Articles detailed the 25th anniversary of the Legal Archives Society of Alberta, LASA's new website, memorials for long-time LASA supporters Edward Pipella, Q.C., and the Hon. R.A.F. Montgomery, Q.C., an article detailing the life of Stanley Livingstone Jones, an excerpt from *People Principles Progress* on WWI, and a review of Chris Evans book *Tough Crimes*.

## Oral History

LASA has initiated a province-wide series of recorded interview projects preserving the memory of the legal community for posterity. Most of the previous year's oral histories have now been transcribed and copies have been sent to the interviewees for final edit.



*Law Student Association, Bowness Park, 1915  
LASA Accession #: 2003-013*



*Gathering of the Canadian Bar Association, 1915  
LASA Accession #: 2003-013*

### *Calgary Project*

The Calgary Oral History project was completed in 2015. Supported by a grant from the Alberta Historical Resources Foundation, David Mittlestadt interviewed 15 lawyers and judges in the Calgary, including the Hon. Constance Hunt, the Hon. Barbara Romaine, and Noel O'Brien.

### *Edmonton Project*

Kathy Fisher started conducting interviews in Edmonton in 2015. She has completed interviews with the Hon. Joanne Veit and Rose Carter, Q.C.

## Legal History Library

LASA has spent a number of years reevaluating its library holdings. Limited space has required LASA to limit the number of books we collect. Going forward, we are limiting the collection of books in LASA's library to those that deal directly with Alberta's legal heritage. Though, other donations will be considered on a per case basis. In 2015, LASA received 7 library books, including *A Business History of Alberta*, *Luther H. Holton: A Founding Canadian Entrepreneur*, *Tough Crimes: True Cases by Canadian Lawyers*, *The Court of Appeal of Ontario: Defining the Rights of Appeal in Canada, 1792-2013*.

# ***Personnel***

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## **Board of Directors**

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Calgary (2015-2017)

Wayne M. Schafer, Q.C., Vice Chair  
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## **LSA Benchers' Representative**

Fred Fenwick, Q.C.

## **Staff**

Stacy F. Kaufeld, M.A., Executive Director  
Brenda McCafferty, Archivist  
Ewa Gniazdowska, Administrative and Development Officer

# Annual Campaign Donors 2015

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 Thomas W. Snowdon, Q.C.  
 University of Alberta Library



*Wayne Malcolm Schafer, Q.C.,  
LASA's new Vice Chair*



*Canadian Bar  
Association, Annual  
Meeting in Banff,  
1932.  
LASA Accession#:  
2007-034*



*Susan Billington, Q.C. and  
Steve Raby, Q.C. at  
Calgary's Historical Dinner,  
November 2015*



*Above: Gordon Brown, Q.C., and Right: Hon.  
Clifton O'Brien, Q.C. Keynote speakers at  
LASA's Historical Dinner in Calgary, November  
2015*

**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**  
**Financial Statements**  
**Year Ended December 31, 2015**  
*(Unaudited)*





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CALGARY, ALBERTA T2E 7K6

TELEPHONE: (403) 234-8877  
FAX: (403) 263-1749

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## REVIEW ENGAGEMENT REPORT

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To the Members of The Legal Archives Society of Alberta

I have reviewed the statement of financial position of The Legal Archives Society of Alberta as at December 31, 2015 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the society.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Calgary, Alberta  
June 8, 2016

CHARTERED ACCOUNTANT

**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Statement of Financial Position**

**December 31, 2015**

*(Unaudited)*

	Operating	Restricted	Casino	Total	Total
	<i>December 31</i>	<i>December 31</i>	<i>December 31</i>	<i>December 31</i>	<i>December 31</i>
	2015	2015	2015	2015	2014
<b>ASSETS</b>					
CURRENT					
Cash and cash equivalents	\$ 41,246	\$ 52,667	\$ 33,990	\$ 127,903	\$ 129,001
Accounts receivable	2,635	9,798	689	13,122	18,653
Prepaid expenses	6,928	-	3,034	9,962	7,841
	<u>\$ 50,809</u>	<u>\$ 62,465</u>	<u>\$ 37,713</u>	<u>\$ 150,987</u>	<u>\$ 155,495</u>
<b>LIABILITIES AND NET ASSETS</b>					
CURRENT					
Accounts payable	\$ 7,228	\$ -	\$ -	\$ 7,228	\$ 24,508
Interfund balances <i>(Note 5)</i>	12,050	3,430	(15,480)	-	-
Short term debt <i>(Note 8)</i>	43,000	-	-	43,000	43,000
Deferred revenue - Other <i>(Note 6)</i>	-	54,570	-	54,570	31,117
Deferred revenue - Casino <i>(Note 7)</i>	-	-	17,439	17,439	70,512
	62,278	58,000	1,959	122,237	169,137
NET ASSETS	<u>(11,469)</u>	<u>4,465</u>	<u>35,754</u>	<u>28,750</u>	<u>(13,642)</u>
	<u>\$ 50,809</u>	<u>\$ 62,465</u>	<u>\$ 37,713</u>	<u>\$ 150,987</u>	<u>\$ 155,495</u>

**APPROVED BY THE SOLE DIRECTOR**

Shawn MacIsaac Director

See notes to financial statements

**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Statement of Revenues and Expenditures**

**For the Year Ended December 31, 2015**

*(Unaudited)*

	Operating	Restricted	Casino	Total	Total
	<i>December 31</i>	<i>December 31</i>	<i>December 31</i>	<i>December 31</i>	<i>December 31</i>
	2015	2015	2015	2015	2014
<b>REVENUE</b>					
Fundraising	\$ 77,573	\$ -	\$ 53,072	\$ 130,645	\$ 77,785
Gala Income	-	2,178	-	2,178	94,211
Grants - Law Society of Alberta	193,000	-	-	193,000	195,000
Grants - Other	-	40,699	-	40,699	84,420
Investment and sundry income	12,531	1	9	12,541	11,232
Publications	1,105	-	-	1,105	10,818
	<u>284,209</u>	<u>42,878</u>	<u>53,081</u>	<u>380,168</u>	<u>473,466</u>
<b>EXPENSES</b>					
Fundraising	12,593	-	-	12,593	2,950
Gala	-	5,847	-	5,847	94,211
General administration	34,558	104	-	34,662	32,913
Premises	41,732	-	40,052	81,784	83,611
Projects	410	36,927	13,029	50,366	85,720
Publications	1,155	-	-	1,155	1,648
Salaries and benefits	151,369	-	-	151,369	156,320
	<u>241,817</u>	<u>42,878</u>	<u>53,081</u>	<u>337,776</u>	<u>457,373</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 42,392</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42,392</u>	<u>\$ 16,093</u>

See notes to financial statements

**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2015**

*(Unaudited)*

	Operating	Restricted	Casino	<b>Total Total</b>	Total Total
	<i>December 31 2015</i>	<i>December 31 2015</i>	<i>December 31 2015</i>	<b><i>December 31 2015</i></b>	<i>December 31 2014</i>
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ (53,861)	\$ 4,465	\$ 35,754	\$ <b>(13,642)</b>	\$ (29,735)
Excess of revenue over expenses	42,392	-	-	<b>42,392</b>	16,093
<b>NET ASSETS - END OF YEAR</b>	\$ <b>(11,469)</b>	\$ 4,465	\$ 35,754	\$ <b>28,750</b>	\$ (13,642)

See notes to financial statements

**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Statement of Cash Flows**

**Year Ended December 31, 2015**

*(Unaudited)*

	<b>Total</b>	<b>Total</b>
	<i>December 31</i>	<i>December 31</i>
	<b>2015</b>	<b>2014</b>
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	<b>\$ 42,392</b>	\$ 16,093
Changes in non-cash working capital:		
Accounts receivable	<b>5,531</b>	(14,290)
Accounts payable	<b>(17,280)</b>	2,680
Deferred revenue - Other	<b>23,453</b>	(4,790)
Deferred revenue - Casino	<b>(53,073)</b>	34,191
Prepaid expenses	<b>(2,121)</b>	(73)
	<b>(43,490)</b>	17,718
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(1,098)</b>	33,811
Cash - beginning of year	<b>129,001</b>	95,190
<b>CASH - END OF YEAR</b>	<b>127,903</b>	129,001
<b>CASH CONSISTS OF:</b>		
ATB Casino	<b>\$ 33,990</b>	\$ 80,177
Unrestricted cash	<b>41,246</b>	22,379
Restricted cash	<b>52,667</b>	26,445
	<b>\$ 127,903</b>	\$ 129,001

# THE LEGAL ARCHIVES SOCIETY OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2015

*(Unaudited)*

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### 1. PURPOSE OF THE SOCIETY

The Legal Archives Society of Alberta (the "society") is a not-for-profit organization incorporated provincially under the Societies Act of Alberta on January 18, 1990. As a registered charity the society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The purpose of the Society is to preserve, promote and understand the evolution of law and society in Alberta.

### 2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Cash and cash equivalents

Cash includes cash and cash equivalents.

#### Financial instruments policy

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

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and short term debt.

At the end of each reporting period the Society assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Objective evidence of impairment might include significant financial difficulty of the issuer, default or delinquency in interest payments, or bankruptcy. When there is an indication of impairment, the Society determines whether a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset. Any impairment loss is recognized in the statement of revenues and expenditures in the current period. Impairment losses can be reversed to the extent of the improvement. The amount of the reversal is recognized in the statement of revenues and expenditures in the period the reversal occurs.

*(continues)*

# THE LEGAL ARCHIVES SOCIETY OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2015

(Unaudited)

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### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Contributed goods and services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements. At times, goods are also donated to the Society. Due to the difficulty in determining the fair value, contributed goods are not recognized in the financial statements.

#### Fund accounting

The Legal Archives Society of Alberta follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

Revenues and expenses related to special archival activities are reported in the Restricted Fund, these include:

- i) cataloguing and preserving archival records,
- ii) researching and documenting oral histories,
- iii) commissioning bronze busts of individuals who have contributed significantly to legal history in Alberta.

The Casino Fund reports only funds raised from casino activities. These funds are not for general use. The majority of these funds must be used for qualifying activities in accordance with the Alberta Gaming Control guidelines and may be distributed to specified community trusts.

#### Revenue recognition

The Legal Archives Society of Alberta follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Casino contributions are recognized as revenue in the year in which the related expenses are incurred.

#### Archival collection

The archival collection consists items related to Alberta legal history, prominent lawyers and judges, including textual records, audio-visual materials, cultural items, medals and memorabilia, publications, prints and photographs. The archival collection has not been capitalized in the statement of financial position. Any purchases of collection items are expensed in the period in which the items are acquired. Contributions of collection items are reported as revenue and expenses at their fair value. When fair value cannot be determined, the contribution is not recognized in the financial statements.

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**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Notes to Financial Statements**

**Year Ended December 31, 2015**

*(Unaudited)*

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3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are expensed on acquisition. Capital assets include leasehold improvements related to the Calgary office, furniture and office equipment. For the year ending December 31, 2015 capital assets with a cost of \$nil (2014 - \$nil) were purchased.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

4. INCOME TAXES

The Society is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

5. INTERFUND TRANSFERS

During the year, the Society's board of directors have approved the following transactions:

- i) The Operating Fund owes the Casino Fund \$2,631 (December 31, 2014 - \$8,885), regarding office and other sundry transactions.
- ii) The Operating Fund owes the Restricted Fund \$9,419 (December 31, 2014 - \$16,379) for payment of general operating expenses.
- iii) The Restricted Fund owes the Casino Fund \$12,849 (December 31, 2014 - \$12,849) regarding office rent and other sundry transactions.

These advances are non-interest bearing and due on demand.



**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Notes to Financial Statements**

**Year Ended December 31, 2015**

*(Unaudited)*

6. DEFERRED REVENUE

The deferred revenue below relates to outstanding projects.

	<u>2015</u>	<u>2014</u>
<b>Deferred revenue - restricted</b>		
Balance, beginning of the period	\$ 31,117	\$ 35,907
Contributions during the period	64,934	159,491
Amounts spent during the period	(42,878)	(178,646)
Amounts recovered from the operating fund	(7,757)	5,131
Accounts Receivable	9,154	9,234
	<u>\$ 54,570</u>	<u>\$ 31,117</u>

7. CASINO

Revenues of the Casino are recognized when the related expenses or distributions are incurred, with the balance of Casino proceeds recorded as deferred revenue. Gaming proceeds may not be disbursed without the prior approval of the Alberta Gaming and Liquor Commission. Gaming proceeds are required to be expended within 24 months of receipt.

	<u>2015</u>	<u>2014</u>
Balance, beginning of the period	\$ 70,511	\$ 36,332
Amounts received during the period	9	76,467
Amounts spent during the period	(53,081)	(42,288)
	<u>\$ 17,439</u>	<u>\$ 70,511</u>

8. SHORT TERM DEBT

The Society received funds from the Law Society of Alberta as temporary bridge financing for the office relocation project. The balance at December 31, 2015 is \$43,000 (2014 - \$43,000) The amounts are unsecured, non-interest bearing and are to be repaid on demand.

Subsequent to the year end, the Law Society of Alberta forgave the loan balance. As a result, the loan will be taken into income in the 2016 year end.

# THE LEGAL ARCHIVES SOCIETY OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2015

(Unaudited)

### 9. CONTRIBUTIONS TO COMMUNITY FOUNDATIONS

Since 1995, the Society has contributed to various provincial community foundations as a means of fulfilling its mandate. Beginning in 2005, these annual contributions were suspended. The balances in the various foundations are as follows:

	<u>2015</u>	<u>2014</u>
Edmonton Community Foundation	\$ 122,157	\$ 122,157
The Calgary Foundation	115,458	115,458
Community Foundation of Northwestern Alberta	4,792	4,792
Lethbridge Community Foundation	5,995	5,995
Medicine Hat Community Foundation	6,487	6,487
Red Deer and District Community Foundation	5,566	5,566
	<u>\$ 260,455</u>	<u>\$ 260,455</u>

Funds contributed are held in trust indefinitely. Income distributions to the Society are at the discretion of the various foundations. Distributions are recognized as income in the year received or receivable if the amount to be received can be reasonably estimated. Amounts have not changed materially from the balances disclosed at December 31, 2014.

### 10. ECONOMIC INFLUENCE

The Society receives a significant portion of its funding from the Law Society of Alberta. The Society's by-laws make provision for a representative of the Law Society to be a member of its board of directors.

The Society has a deposit agreement regarding the administration of the Law Society's archival records. No fee is assessed by the Society for this service.

### 11. LEASE COMMITMENTS

The society has a long term lease with respect to its premises. The lease contains renewal options and provides for payment of utilities, property taxes and maintenance costs. Future minimum lease payments as at December 31, 2015, are as follows:

2016	\$ 85,152
2017	49,672
	<u>\$ 134,824</u>

**THE LEGAL ARCHIVES SOCIETY OF ALBERTA**

**Notes to Financial Statements**

**Year Ended December 31, 2015**

*(Unaudited)*

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12. FINANCIAL INSTRUMENTS

The society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the society's risk exposure and concentration as of December 31, 2015.

***(a) Credit risk***

Credit risk arises from the potential that a counter party will fail to perform its obligations. The society is exposed to credit risk from customers. In order to reduce its credit risk, the society reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The society has a significant number of customers which minimizes concentration of credit risk.

***(b) Interest rate risk***

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the society manages exposure through its normal operating and financing activities. The society is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the society is not exposed to significant other price risks arising from these financial instruments.



— The —  
**Legal  
Archives  
Society**  
— of —  
Alberta