

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**April 6, 2021 7:00 p.m.**  
virtual meeting  
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. PUBLIC HEARING**
  - 3.1.** Public Hearing – Intermunicipal Development Plan Bylaw #2021-03 (7:05 p.m.) (enclosure)
- 4. ADOPTION OF MINUTES**
  - 4.1.** Regular Meeting of Council; March 16, 2021 (enclosure)
  - 4.2.** Special Meeting of Council; March 30, 2021 (enclosure)
- 5. ACTION ITEM LIST**
  - 5.1.** Action Item List to March 30, 2021 (enclosure)
- 6. UNFINISHED BUSINESS**
  - 6.1.** 2020 AUDIT Findings Report (enclosure)
- 7. NEW BUSINESS**
- 8. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 8.1.** Rates of Taxation Bylaw #2021-04 (enclosure)

**POLICIES**

  - 8.2.** Health and Safety Policy (enclosure)
  - 8.3.** Water Meter Installation Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
  - 9.1.** Alberta Community Crime Prevention Association (ACCPA) 2021 Virtual Conference (enclosure)
- 10. CORRESPONDENCE**
- 11. NOTICE OF MOTION**
- 12. CLOSED SESSION**
  - 12.1.** Land Proposal – *FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body*
- 13. ADJOURNMENT**

**TOWN OF BON ACCORD  
BYLAW #2021-03  
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW**

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**BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN OF THE TOWN OF BON ACCORD AND STURGEON COUNTY**

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**WHEREAS** A Bylaw of the Town of Bon Accord, in the Province of Alberta, for the purpose of adopting the Intermunicipal Development Plan of the Town of Bon Accord and Sturgeon County, pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

**WHEREAS** The Councils of the Town of Bon Accord and Sturgeon County have recognized the need to cooperate in the planning of future land use and development along the shared common municipal boundary;

**AND WHEREAS** Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an intermunicipal development plan for an area of common interest or concern.

**NOW THEREFORE**, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

1. This Bylaw may be cited as the "IDP Bylaw of the Town of Bon Accord and Sturgeon County".
2. The Intermunicipal Development Plan of the Town of Bon Accord and Sturgeon County, attached to this bylaw as Schedule "A", is hereby adopted.
3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.
4. This Bylaw repeals bylaw 2020-10.
5. This Bylaw shall come into effect on the date of the third and final reading.

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF March 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

READ A SECOND TIME THIS XX DAY OF XXXXXXX, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

READ A THIRD AND FINAL TIME THIS XX DAY OF XXXXXXXXX, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

# Intermunicipal Development Plan

## Town of Bon Accord / Sturgeon County

March 11, 2021



# TABLE OF CONTENTS

TABLE OF CONTENTS .....	1
A. PURPOSE AND OBJECTIVES.....	2
B. MUNICIPAL CONTEXT .....	2
C. DEFINITIONS .....	3
D. FUTURE GROWTH & ECONOMIC DEVELOPMENT .....	3
E. LAND USE POLICIES.....	4
F. ENVIRONMENTAL MATTERS.....	5
G. MUNICIPAL SERVICING .....	5
H. TRANSPORTATION SYSTEMS.....	6
I. RESOURCE DEVELOPMENT & UTILITY CORRIDORS .....	6
J. COMMUNICATION AND REFERRAL PROCESS .....	7
K. PLAN ADMINISTRATION AND IMPLEMENTATION .....	8
L. ANNEXATION .....	8
M. DISPUTE RESOLUTION.....	9
N. CORRESPONDENCE .....	10
O. MAPS.....	11

## A. PURPOSE AND OBJECTIVES

- 1) Under requirements identified in the *Municipal Government Act*, the Town of Bon Accord (the Town) and Sturgeon County (the County) have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).
- 2) The Town and the County recognize that all municipalities are equals and have the right to growth and development.
- 3) The purpose of the IDP is to address the requirements listed within the *Municipal Government Act*, and to:
  - a) Establish a framework for sub-regional economic development;
  - b) Ensure there is a mechanism for intermunicipal referrals and dispute resolution;
  - c) Develop land use policies that support agriculture and agricultural practices; and
  - d) Ensure good communication mechanisms and ongoing dialogue regarding planning and development matters exist between the Parties.

## B. MUNICIPAL CONTEXT

### **Town of Bon Accord**

The Town of Bon Accord has a footprint of 6.05 square kilometers; 605 hectares (1495 acres) with a population of 1529 (Federal Census 2016). The Town is located 37.6 km north of the City of Edmonton along Highway 28.

### **Sturgeon County**

Sturgeon County's footprint of 2,090.13 square kilometers covers an area of approximately 209,013 hectares (516,482 acres). The County has varied land uses, ranging from agricultural, to heavy industrial, to country residential. Sturgeon County's current population is 20,506 (Municipal Census, 2019). The County surrounds five urban municipalities (the Towns of Bon Accord, Gibbons, Legal, Morinville and Redwater) and is home to ten hamlets/urban service areas, one First Nation Reserve, the Canadian Forces Base Edmonton, and the Villeneuve Airport. The County is one of the thirteen members of the Edmonton Metropolitan Board.

The Town and County are located in central Alberta, in accordance with the location indicated on Map 1: Sturgeon County Location Map and Map 2: Bon Accord Location Map.

## C. DEFINITIONS

- 1) In this IDP, words shall have the same meanings as in the *Municipal Government Act*, except that:
  - a) **Committee** means the Intermunicipal Committee established in the Intermunicipal Collaboration Framework between the Parties.
  - b) **Environmentally Significant Lands** means all lands within the Plan Area that are: (a) a swamp; (b) a gully, ravine or coulee; (c) an escarpment; (d) a natural drainage course; (e) riparian lands adjacent to the beds and shores of rivers, streams, creeks, watercourses and natural drainage courses; (f) wetlands; (g) lands subject to flooding, including Flood Risk Areas, floodways, and flood fringes; (h) unstable lands; (i) natural areas including forests, woodlands, meadows and prairies; or (j) contaminated lands. Areas identified as having environmentally significant features, per legislative description within the MGA, will be given the same level of review and significance as Environmentally Significant Lands.
  - c) **Intermunicipal Collaboration Framework** means the agreement entered into by Sturgeon County and the Town of Bon Accord, pursuant to Part 17.2 of the *Municipal Government Act*.
  - d) **MGA** means the Alberta *Municipal Government Act, RSA 2000, c M-26*.
  - e) **Parties** means, collectively, Sturgeon County and the Town of Bon Accord and **Party means either one of them**. Throughout this document, the Parties may also be referred to as the ‘municipalities’ or the ‘Town and County.’
  - f) **Plan** means this Intermunicipal Development Plan adopted by the Parties. Throughout this document, the Plan may also be referred to as the ‘IDP.’
  - g) **Plan Area** refers to the area of land identified within this Intermunicipal Development Plan that requires specific action by the Parties to address future planning proposals, noted in Section O of this document (see Map 3).
  - h) **Shall** means obligatory direction.

## D. FUTURE GROWTH & ECONOMIC DEVELOPMENT

- 1) The Parties shall continue to encourage agricultural activity in the Plan Area.
- 2) Notwithstanding the clause above, the Parties agree to work together to promote and support economic development that benefits both municipalities. Should future developments be proposed which may be mutually beneficial, the Parties agree to jointly evaluate the proposal in a timely and efficient manner.

## E. LAND USE POLICIES

- 1) The Parties agree that the long-term land use planning concept for the Plan Area is consistent with the land use designations depicted on Map 4. To reference current land use designations, please see Sturgeon County's Land Use Bylaw.
- 2) The predominant land use within the Plan Area shall remain Agricultural - General, as identified within the County's Land Use Bylaw. Any amendments to land uses within the Plan Area shall be referred to the Town, per Section J of this IDP.
- 3) The County's Land Use Bylaw governs existing land uses in the Plan Area.
- 4) In considering subdivision and development proposals within the Plan Area, the County's subdivision and development authorities will ensure that the proposed subdivision and/or development conforms to the Sturgeon County Land Use Bylaw.
- 5) Buffers or similar mechanisms to mitigate potential conflict between incompatible uses shall be required by the County where appropriate.
- 6) The Parties agree to jointly discuss ways to cooperate with Provincial and Federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 7) Location of new Confined Feeding Operations or manure storage facilities within the Plan Area shall be in accordance with the Sturgeon County Municipal Development Plan and require approval per the Natural Resource Conservation Board (NRCB) pursuant to the *Alberta Agricultural Operations Practices Act* (AOPA) and associated regulations. In the spirit of collaborative land use planning and reducing the potential for land use conflict, the County shall refer to the Town all NRCB referrals received regarding potential new or expanding confined feeding operations in the Plan Area, and the County shall incorporate into its response to NRCB any comments received from the Town.
- 8) An Area Structure Plan will be required for any multi-lot subdivisions in the Plan Area. Multi-lot subdivisions shall be considered to be any subdivision which will create five or more lots in addition to the remnant parcel, on a quarter section, excluding quarter sections containing both a farmstead/undeveloped country residential site and fragmented parcel. Area Structure Plans shall meet all Provincial requirements.
- 9) All future Area Structure Plans should also contemplate:
  - a) A regional trail network, connecting points of interest within the Town and County;
  - b) Environmental reserve locations along water bodies, water courses, and natural features;
  - c) Municipal reserve locations to ensure future provision of schools and community amenities; and
  - d) Additional land use planning considerations as deemed necessary by the County and Town.

- 10) In considering subdivision and development permit applications in the Plan Area, the County will ensure the proposed development is compatible with adjacent uses.
- 11) The following land use provisions will apply within the Plan Area.
  - a) As the Plan Area is governed by the County's Land Use Bylaw, municipal reserve will be collected as referred in the County's subdivision application process.
  - b) Within the Plan Area if environmental reserve is dedicated, it shall be dedicated to protecting lands not suitable for development and to reduce impacts on environmentally significant lands.

## **F. ENVIRONMENTAL MATTERS**

- 1) All agricultural operators and other users are encouraged to continue best practices to maintain high standards of water quality.
- 2) Land use and development in a floodway is generally discouraged unless for the purpose of a park or a trail. Areas identified to be environmentally significant for a drainage course will be protected unless otherwise stated within the MGA.
- 3) Landowners and residents are encouraged to follow water conservation and watershed stewardship practices, as established by their respective municipality.
- 4) The Parties will endeavour to ensure that all sources of potable water supply within their respective jurisdictions are protected and meet provincial guidelines for water quality.
- 5) The Parties agree that development of lands within the Plan Area may impact environmentally significant lands. Development proposals in these areas may be required to:
  - a) Conduct an environmental impact assessment (EIA); and
  - b) Contact Alberta Environment and Parks regarding the development.
- 6) Within the County, development setbacks from waterbodies and watercourses shall be enforced as per the County's Land Use Bylaw and Municipal Development Plan.

## **G. MUNICIPAL SERVICING**

- 1) Lands required for future utility and servicing right-of-way, as identified through the mutual agreement of the Parties, shall be protected at the time of subdivision and development. To this end, utility corridors shall be identified in future area structure plans.



- 2) Natural and man-made drainage courses that support the overall management of storm water within the Plan Area shall be protected at the time of subdivision or development. To this end, storm water drainage courses shall be identified within future Area Structure Plans and the Parties may require additional studies and drainage plans.
- 3) Should the Town require land located within the County for future utility expansion, the County will endeavour to protect the lands for that purpose.
- 4) For developments located within the Plan Area requiring, or proposed to require, municipal services from the Town, the County will submit the relevant portions of the development agreement, including full details on servicing standards and anticipated volumes, for the Town's approval.
- 5) The Parties agree that potential joint servicing opportunities will be evaluated on the merits of an individual development proposal and based on a business case submitted by the initiating Party. Should the opportunities be deemed mutually acceptable, the Parties agree to enter into a joint servicing agreement for said services (including but not limited to developments requiring water, wastewater, and natural gas services in the Plan Area).

## **H. TRANSPORTATION SYSTEMS**

- 1) The Parties will work together to ensure that a safe and efficient transportation network is developed and maintained to service residents and businesses within the Plan Area. The Parties will also cooperate on the development of all future Transportation Master Plans.
- 2) When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) The Parties agree to plan regional roads collaboratively. Road closure applications and road realignments will be discussed jointly prior to municipal approval.

## **I. RESOURCE DEVELOPMENT & UTILITY CORRIDORS**

- 1) The Parties will work with representatives from industry including, but not limited to, oil and gas and telecommunication industries to promote resource infrastructure development which does not negatively impact existing and/or future development within the Plan Area.
- 2) The Parties agree to refer all oil and gas infrastructure and telecommunication infrastructure related applications in the Plan Area to the other municipality for review and comment.
- 3) The Parties support the development of broadband and communications infrastructure in the Plan Area and region. As such, the Parties will work collaboratively to promote and encourage broadband and communications infrastructure.

## J. COMMUNICATION AND REFERRAL PROCESS

- 1) The Parties agree that the County will refer to the Town the following planning proposals within the Plan Area, per the following chart. The Parties additionally agree that the Town will respond to the County on referrals within the maximum response period as identified in the following chart:

<b>Planning Proposal Type</b>	<b>Maximum Response Period</b>
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans, and amendments	21 calendar days
c) Land Use Re-designations	21 calendar days
d) Subdivisions	21 calendar days
e) Discretionary Development Permits	21 calendar days
f) Road Access/Use, Road Closures, and Road Realignments	21 calendar days

- 2) The Parties agree that the Town will refer to the County the following planning proposals for any Town lands abutting the Plan Area, per the following chart. The Parties additionally agree that the County will respond to the Town on referrals within the maximum response period as identified in the following chart:

<b>Planning Proposal Type</b>	<b>Maximum Response Period</b>
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans and amendments	21 calendar days
c) Discretionary Development Permits	21 calendar days
d) Land-use Redesignations	21 calendar days
e) Road Access/Use, Road Closures and Road Realignments	21 calendar days
f) Subdivisions	21 calendar days

- 2) The response period indicated in sections J(1) and J(2) may be extended upon notification in writing by the responding Party.
- 3) The Parties shall strive, to the best of their ability and knowledge, to refer all notices of federal, provincial, and municipal government projects within the Plan Area to the other Party.

## **K. PLAN ADMINISTRATION AND IMPLEMENTATION**

- 1) Approving Authorities:
  - a) Each Party shall follow and implement the objectives and policies of this Plan and shall make amendments, as necessary, to ensure their statutory plans are consistent with this Plan and their Land Use Bylaws and that their other planning documents and procedures facilitate implementation of this Plan.
- 2) Plan Amendments and Repeal:
  - a) An amendment to this IDP may be proposed by either Party. An amendment to the IDP proposed by a landowner shall be made to the municipality in which the subject land is located.
  - b) An amendment to this IDP has no effect, unless adopted by both municipalities by bylaw in accordance with the MGA.
  - c) In the event that either Party determines this IDP is no longer acceptable, either Party may initiate the process to repeal this Plan. The following process shall be followed:
    - i) Either Party may give the other Party written notice of its intention to repeal and replace this IDP.
    - ii) Within thirty (30) days of the above written notice, a Committee meeting shall be scheduled. The Committee meeting shall occur no later than sixty (60) days from the date the written notice is registered.
    - iii) Following the Committee meeting, the Party initiating the repeal procedure may withdraw its intention by giving written notice to the other Party.
    - iv) If repeal proceedings are to advance, the Parties shall initiate the development of, and adopt, a new IDP in accordance with the MGA to repeal and replace the current IDP.
- 3) Plan Review:
  - a) Once every four years, commencing no later than 2024, the IDP will be reviewed by the Committee to confirm or recommend amendment of any IDP policies. The Committee will prepare recommendations for consideration by the municipal Councils.

## **L. ANNEXATION**

- 1) The Plan Area is not representative of any future annexation plans between the Parties, and generally that:
  - a) at this time the Town has sufficient land within its current boundary;
  - b) if the Town intends to propose annexation in the future it will do so based on demonstrated need by developing a Growth Study; and

- c) it is the mutual intent of the Parties to endeavour to reach an agreement on any future annexation prior to formal application.

## **M. DISPUTE RESOLUTION**

- 1) The Parties commit to resolving any disputes under the Intermunicipal Development Plan in a non-adversarial, informal, and cost-efficient manner.
- 2) The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) When a Party believes there is a dispute under the Intermunicipal Development Plan and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
- 4) If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
- 5) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both Parties.
- 6) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both Parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the Parties.
- 7) Mediation shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
- 8) If a dispute cannot be resolved through the above noted process, a Party may, if applicable, appeal the matter to the Land and Property Rights Tribunal in accordance with Section 690 of the *Municipal Government Act*, or notify the Minister of Municipal Affairs of the dispute and request the Minister to refer the matter to the Land and Property Rights Tribunal for its recommendations in accordance with Part 12 of the *Municipal Government Act*.

## N. CORRESPONDENCE

1) Written notice under this Plan shall be addressed as follows:

a) In the case of the Sturgeon County to:

**Sturgeon County  
c/o Chief Administrative Officer  
9613-100 Street  
Morinville, Alberta T8R 1L9**

b) b. In the case of the Town of Bon Accord to:

**Town of Bon Accord  
c/o Chief Administrative Officer  
PO Box 779, 5025 - 50 Avenue  
Bon Accord, Alberta T0A 0K0**

2) In addition to section N(1), notices may be sent by electronic mail to the Chief Administrative Officer of each municipality. If an email is received after 5PM on a Friday, it shall be deemed to be received the following business day.

**IN WITNESS WHEREOF** the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Parties signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_, Alberta.

STURGEON COUNTY

TOWN OF BON ACCORD

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer  
Bylaw No. 1544/21

\_\_\_\_\_  
Chief Administrative Officer  
Bylaw No.: 2021-03

## **O. MAPS**

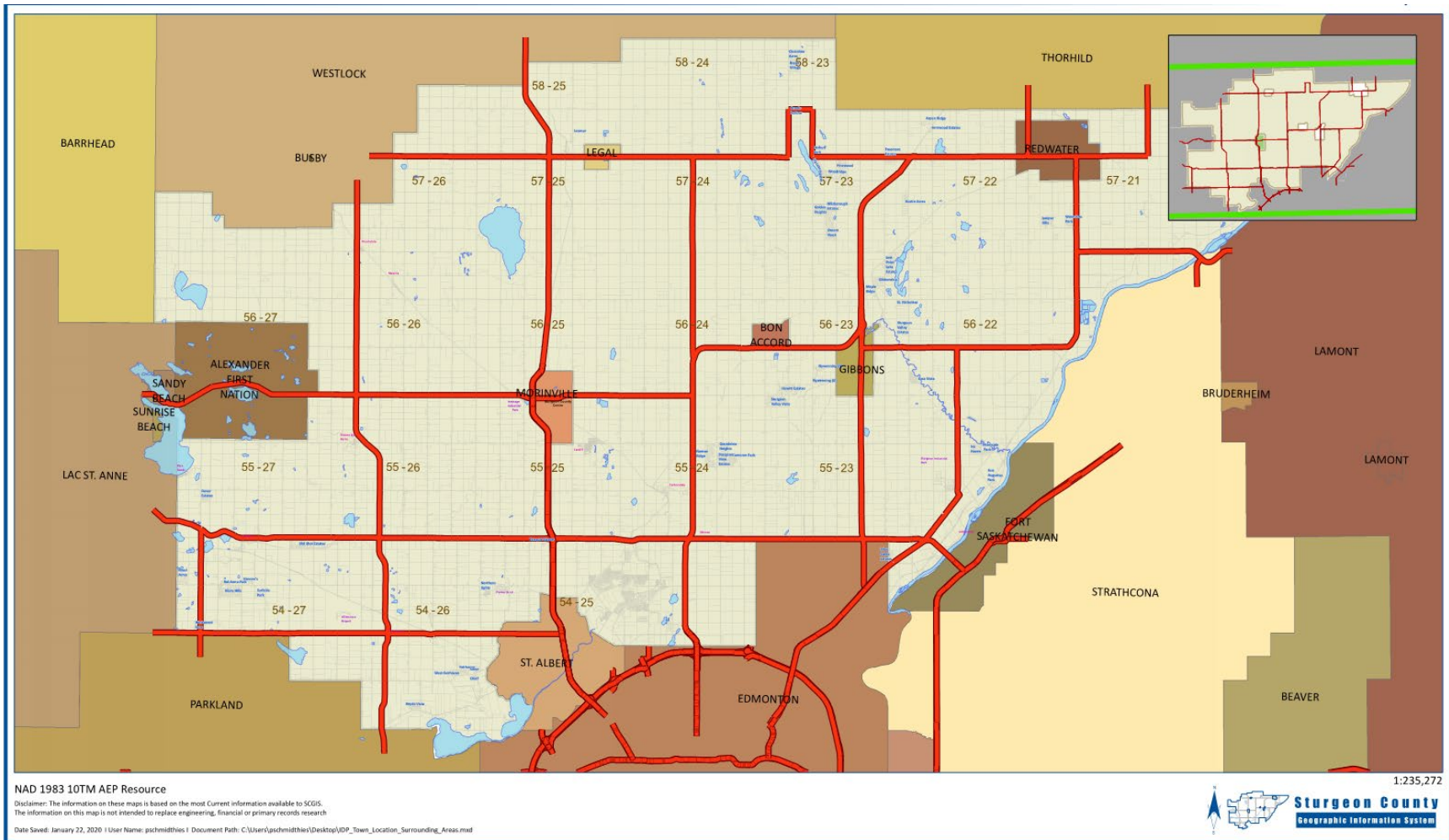
Map 1: Sturgeon County Location

Map 2: Bon Accord Location

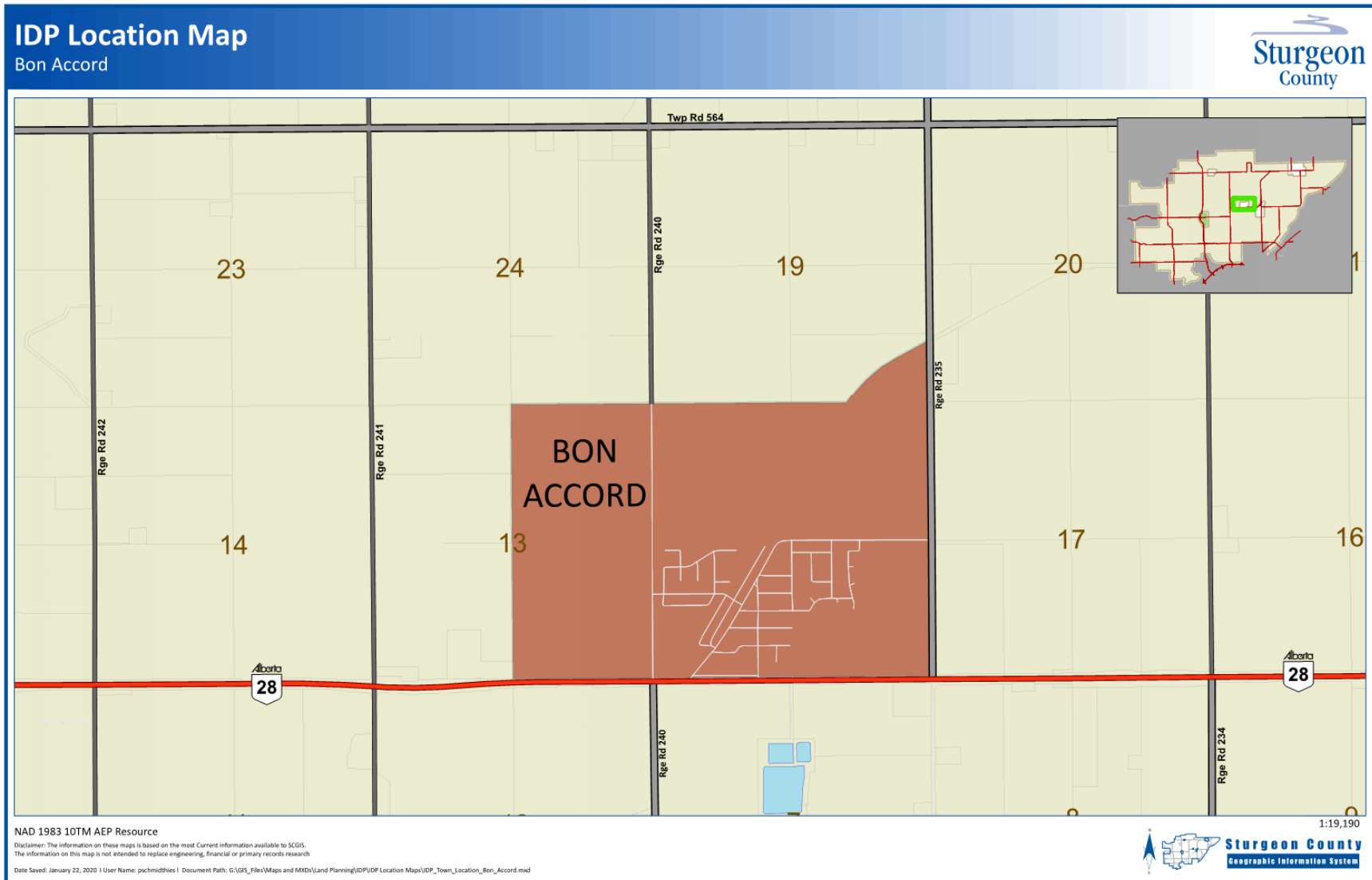
Map 3: Plan Area

Map 4: Land Use Concept Map (for up-to-date Land Use Designations please see Sturgeon County's Land Use Bylaw)

# Map 1: Sturgeon County Location



## Map 2: Bon Accord Location

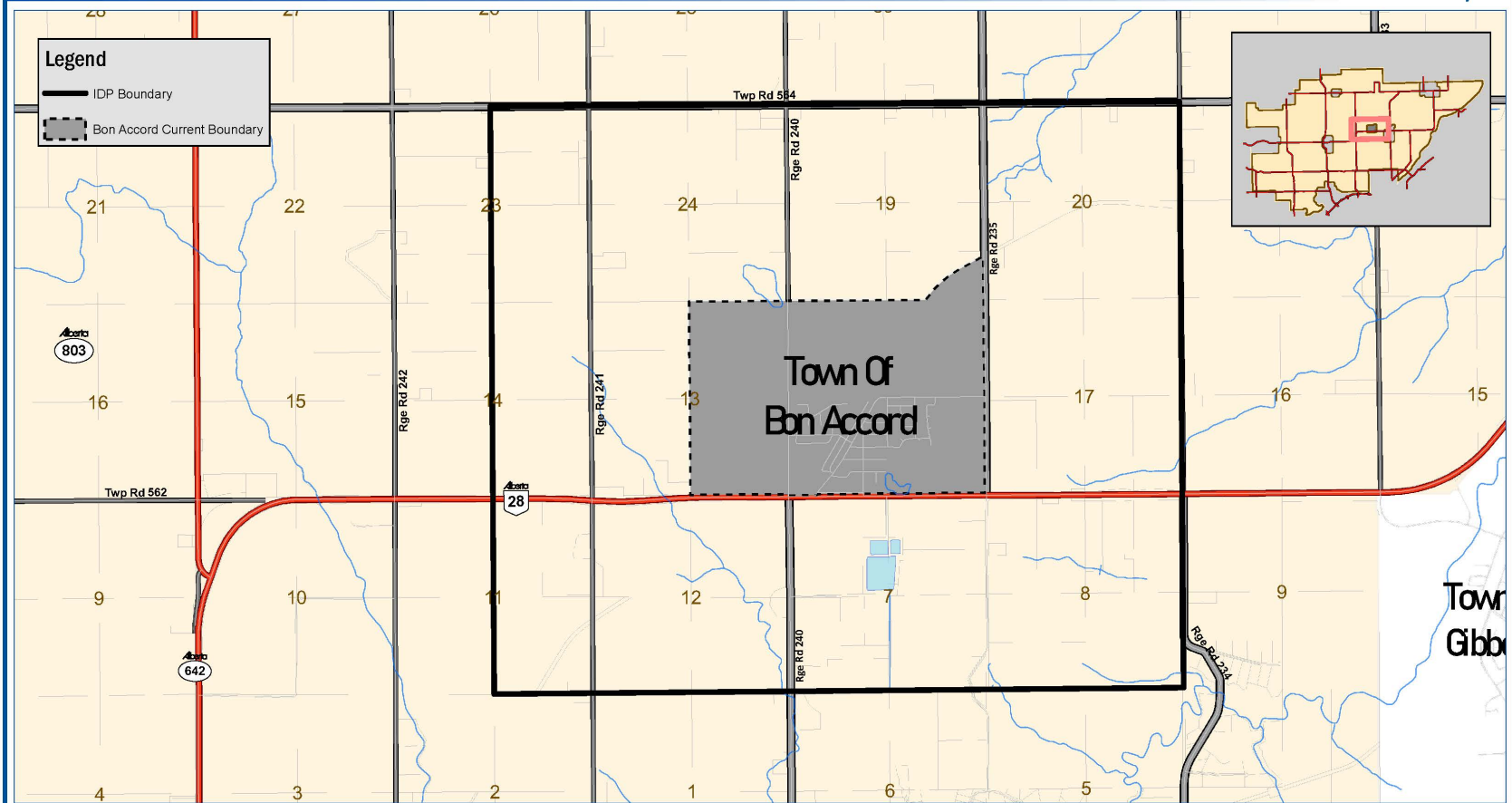




### Map 3: Plan Area

## IDP Boundaries

Existing Land Uses



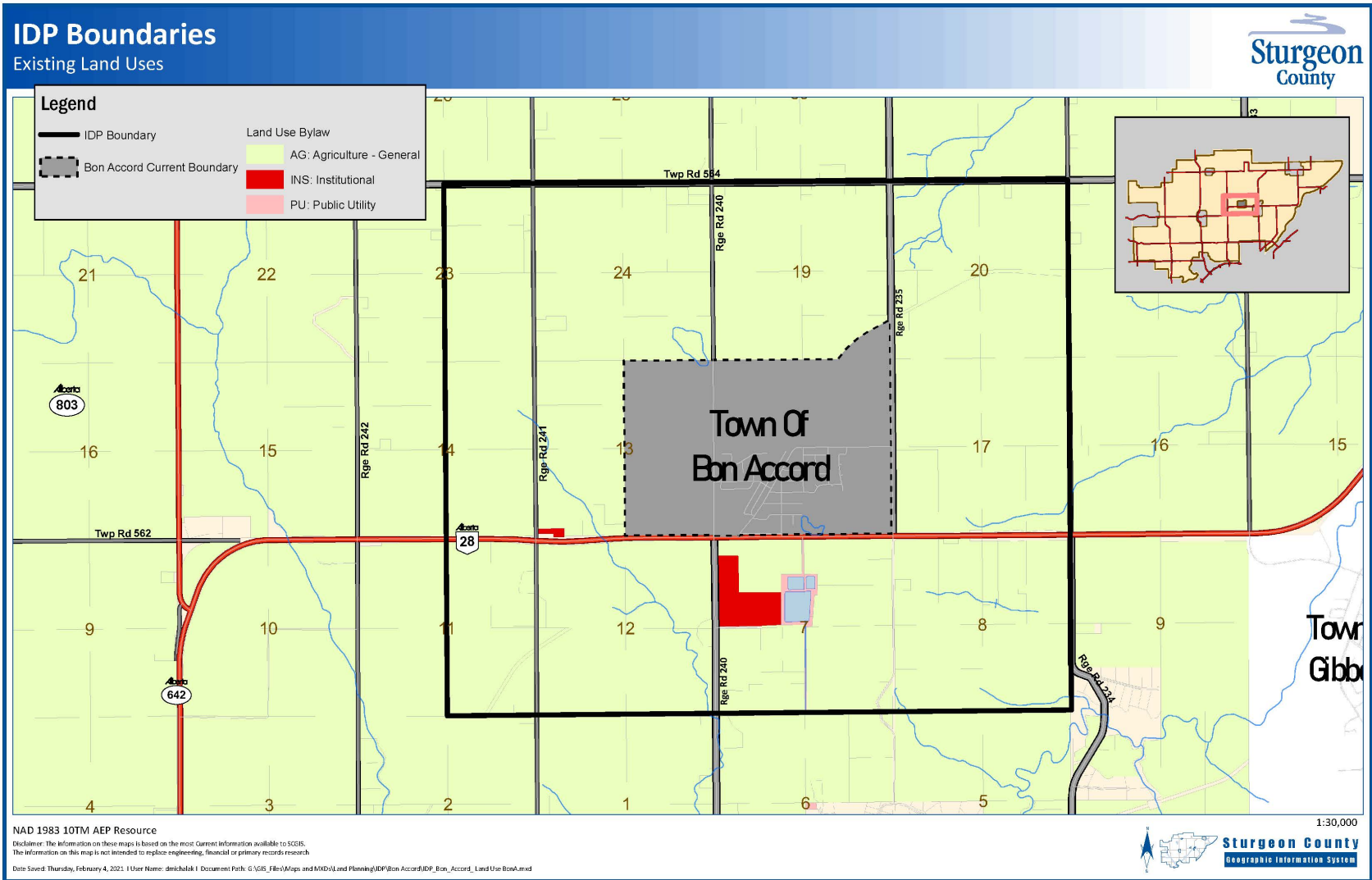
NAD 1983 10TM AEP Resource  
 Disclaimer: The information on these maps is based on the most current information available to SCSIS.  
 The information on this map is not intended to replace engineering, financial or primary records research.

Date Saved: Thursday, February 4, 2023 1:00:00 PM User Name: daniel@stcc.ca Document Path: G:\GIS\_Files\Maps and Mxd\Land Planning\IDP\Bon Accord\IDP\_Bon\_Accord\_Land Use Bon\mxd

1:30,000



# Map 4: Land Use Concept Map



**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 16, 2021 8:30 a.m.**  
**Live streamed on Bon Accord YouTube Channel**

**PRESENT**

**COUNCIL**

Mayor Greg Mosychuk  
Deputy Mayor Tanya May  
Councillor Brian Holden  
Councillor Lacey Laing  
Councillor Lynn Bidney

**ADMINISTRATION**

Joyce Pierce – Chief Administrative Officer  
Dianne Allen – Planning and Economic Development Manager  
Falon Fayant – Corporate Finance Officer  
Ken Reil – Operations Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

Mayor Mosychuk called the meeting to order at 8:31 a.m.

**ADOPTION OF AGENDA**

MAYOR MOSYCHUK MOVED THAT New Business item AMSC Energy Program be added to the agenda.

**CARRIED RESOLUTION 21-075**

DEPUTY MAYOR MAY MOVED THAT Council adopt the agenda for the March 16, 2021 Regular Meeting of Council as amended.

**CARRIED RESOLUTION 21-076**

**ADOPTION OF MINUTES**

*Regular Meeting of Council Minutes –March 2, 2021*

DEPUTY MAYOR MAY MOVED THAT the minutes of the March 2, 2021 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 21-077**

**DELEGATION**

*Auditor – Phil Dirks, Metric Group*

COUNCILLOR BIDNEY MOVED THAT Council accept the presentation from Phil Dirks, Auditor, as information.

**CARRIED RESOLUTION 20-078**

**DEPARTMENT REPORTS**

DEPUTY MAYOR MAY MOVED THAT the Department reports be accepted, as information, as presented.

**CARRIED RESOLUTION 21-079**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
March 16, 2021 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

**ACTION ITEM LIST**

COUNCILLOR BIDNEY MOVED THAT resolution #20-368 regarding hiring Strategic Steps be rescinded at that time.

**CARRIED RESOLUTION 21-080**

COUNCILLOR HOLDEN MOVED THAT Council accepts the Action item list to March 2, 2021 as presented.

**CARRIED RESOLUTION 21-081**

**UNFINISHED BUSINESS**

*None*

**NEW BUSINESS**

***Public Participation Plan for Council***

COUNCILLOR LAING MOVED THAT Council moves to accept the Council Public Participation Plan as presented and sets Wednesday March 31, 2021 from 7 – 8 p.m. as the 1<sup>st</sup> Quarter virtual meeting date.

**CARRIED RESOLUTION 21-082**

***2021 RCMP Policing Priorities***

DEPUTY MAYOR MAY MOVED THAT Council directs Administration to respond to S/Sgt. Palfy, as discussed.

**CARRIED RESOLUTION 21-083**

***Special Meeting of Council***

COUNCILLOR LAING MOVED THAT Council approves holding a Special Meeting of Council on Tuesday, March 30, 2021 commencing at 8:30 a.m. for discussion of the following items:

- 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw 2021-02
- 2021 – 2025 Recreational Funding Agreement
- Fire Services Agreement
- Enforcement Services Agreement

**CARRIED RESOLUTION 21-084**

***Alberta NWT Command – Royal Canadian Legion – Military Service Recognition Book***

COUNCILLOR HOLDEN MOVED THAT Council approved the unbudgeted expense of \$340.00 to purchase a “Business Card” size advertisement in the 2021 Alberta / NWT Command Royal Canadian Legion Military Service Recognition Book.

**CARRIED RESOLUTION 21-085**

***2020 Audited Financial Statements***

DEPUTY MAYOR MAY MOVED THAT Council approves the 2020 audited financial statements as presented.

**CARRIED RESOLUTION 21-086**

***AMSC Energy Program***

COUNCILLOR HOLDEN MOVED THAT Council directs Administration to complete the Natural Gas Aggregation sign up form for 2022 – 2026 with a rate of \$2.30/gi or below or as close t this rate on signing date of this agreement.

**CARRIED RESOLUTION 21-087**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
March 16, 2021 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

**CLOSED SESSION**

COUNCILLOR BIDNEY MOVED THAT Council go into a closed session to discuss, *Rates of Taxation scenarios – FOIP Act 17 (1), Land Proposal – FOIP Act 25 (1), Disclosure harmful to economic and other interests of a public body* and *Commercial Tax – FOIP Act 24, Advice of Council* at 10:30 a.m.

**CARRIED RESOLUTION 21-088**

Council moved back to open session at 11:28 a.m.

DEPUTY MAYOR MAY MOVED THAT Council accept the discussion for Land Proposal as presented.

**CARRIED RESOLUTION 21-089**

COUNCILLOR HOLDEN MOVED THAT Council accepts the Commercial Tax presentation as presented.

**CARRIED RESOLUTION 21-090**

COUNCILLOR BIDNEY MOVED THAT Council accepts the Tax Rate Bylaw scenarios discussion as presented.

**CARRIED RESOLUTION 21-091**

DEPUTY MAYOR MAY MOVED THAT Council extend the meeting past 12:00 p.m. on March 16, 2021.

**CARRIED RESOLUTION 21-092**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Rates of Taxation Bylaw #2021-04***

DEPUTY MAYOR MAY MOVED THAT the Rates of Taxation Bylaw 2021-04 be given 1<sup>st</sup> reading as presented.

**CARRIED RESOLUTION 21-093**

***Procedural Bylaw #2021-01***

COUNCILLOR HOLDEN MOVED THAT Council give Procedural Bylaw 2021-01 third reading as presented.

**CARRIED RESOLUTION 21-094**

***Intermunicipal Development Plan Bylaw #2021-03***

COUNCILLOR HOLDEN MOVED THAT Council approves 1<sup>st</sup> reading of the Intermunicipal Development Plan (IDP) Bylaw #2021-03 as presented and further THAT Council approves the public hearing date set for April 6, 2021.

**CARRIED UNANIMOUSLY RESOLUTION 21-095**

**WORKSHOPS | MEETINGS | CONFERENCES**

***Sturgeon Victim Services AGM***

DEPUTY MAYOR MAY MOVED THAT Council accept the Sturgeon Victim Services AGM information as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-096**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 16, 2021 8:30 a.m.**  
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***AUMA's Spring Municipal Leaders' Caucus***

COUNCILLOR LAING MOVED THAT Council direct Administration to register Deputy Mayor May, Councillor Holden, Councillor Bidney and Councillor Laing for the AUMA's Spring Municipal Leaders' Caucus on April 14, 15 and 16, 2021.

**CARRIED UNANIMOUSLY RESOLUTION 21-097**

**COUNCIL REPORTS**

COUNCILLOR BINDEY MOVED THAT Council accepts the March 16, 2021 Council reports, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-098**

**CORRESPONDENCE**

***Disaster Recovery Program***

***Proposed Changes to AER Directive 067, Athabasca County***

COUNCILLOR HOLDEN MOVED THAT Council accept correspondence as information.

**CARRIED UNANIMOUSLY RESOLUTION 21-099**

**NOTICE OF MOTION**

COUNCILLOR Laing brought forward a Notice of Motion, regarding town security, we need research done for options like CCTV, license plate recognition cameras and other things we can do to help deter crime in our area. I would like this motion to be brought forward in the next RMC on March 16 for discussion.

COUNCILLOR LAING MOVED THAT Council directs Administration to request David Steer attend a Regular Meeting of Council as a delegate and secondly to research a security consultant that could present to Council options available to increase town security.

**CARRIED UNANIMOUSLY RESOLUTION 21-100**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the March 16, 2021 Regular Meeting of Council adjourn at 12:45 p.m.

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Mayor Greg Mosychuk

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Joyce Pierce, CAO

**Town of Bon Accord  
Special Meeting of Council Minutes  
March 30, 2021 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

**PRESENT**

**COUNCIL**

Mayor Greg Mosychuk  
Deputy Mayor Tanya May  
Councillor Brian Holden  
Councillor Lacey Laing  
Councillor Lynn Bidney

**ADMINISTRATION**

Joyce Pierce – Chief Administrative Officer  
Dianne Allen – Planning and Economic Development Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

Mayor Mosychuk called the meeting to order at 8:30 a.m.

**ADOPTION OF AGENDA**

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for the March 30, 2021 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-101**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Intermunicipal Collaboration Framework Bylaw, Bylaw #2021-02***

COUNCILLOR HOLDEN MOVED THAT Council approves 2<sup>nd</sup> reading of Intermunicipal Collaboration Framework Bylaw #2021-02, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-102**

COUNCILLOR BIDNEY MOVED THAT Council approves 3<sup>rd</sup> and final reading of Intermunicipal Collaboration Framework Bylaw #2021-02, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-103**

**AGREEMENTS**

***Fire Services Agreement***

COUNCILLOR HOLDEN MOVED THAT Council rescind the 2022 – 2026 Fire Services Agreement that was approved on February 16, 2021.

**CARRIED UNANIMOUSLY RESOLUTION 21-104**

COUNCILLOR BIDNEY MOVED THAT Council approves the revised 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-105**

**Town of Bon Accord  
Special Meeting of Council Minutes  
March 30, 2021 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

***Enforcement Services Agreement***

COUNCILLOR HOLDEN MOVED THAT Council rescind the 2022 – 2026 Enforcement Services Agreement that was approved on February 16, 2021 and further THAT Council approves the revised 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-106**

***Recreational Funding Agreement***

COUNCILLOR BIDNEY MOVED THAT Council approve the Recreation Cost Sharing Funding Agreement 2021-2025, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 21-107**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the March 30, 2021 Special Meeting of Council adjourn at 8:56 a.m.

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Mayor Greg Mosychuk

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Joyce Pierce, CAO



Resolution	Resolution #	Assigned to	Status
<b>March 30, 2021 Special Meeting of Council</b>			
Intermunicipal Collaboration Framework Bylaw, Bylaw #2021-02 COUNCILLOR BIDNEY MOVED THAT Council approves 3rd and final reading of Intermunicipal Collaboration Framework Bylaw #2021-02, as presented.	21-103	Admin	Sign and file
Fire Services Agreement COUNCILLOR HOLDEN MOVED THAT Council rescind the 2022 – 2026 Fire Services Agreement that was approved on February 16, 2021.	21-104	Admin	Sign and file
Fire Services Agreement COUNCILLOR BIDNEY MOVED THAT Council approves the revised 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.	21-105	Admin	Sign and file
Enforcement Services Agreement COUNCILLOR HOLDEN MOVED THAT Council rescind the 2022 – 2026 Enforcement Services Agreement that was approved on February 16, 2021 and further THAT Council approves the revised 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.	21-106	Admin	Sign and file
Recreational Funding Agreement COUNCILLOR BIDNEY MOVED THAT Council approve the Recreation Cost Sharing Funding Agreement 2021-2025, as presented.	21-107	Admin	Sign and file
<b>March 16, 2021 Regular Meeting of Council</b>			
COUNCILLOR BIDNEY MOVED THAT resolution #20-368 regarding hiring Strategic Steps be rescinded at that time.	21-080		Completed
Public Participation Plan for Council COUNCILLOR LAING MOVED THAT Council moves to accept the Council Public Participation Plan as presented and sets Wednesday March 31, 2021 from 7 – 8 p.m. as the 1st Quarter virtual meeting date.	21-082		
2021 RCMP Policing Priorities DEPUTY MAYOR MAY MOVED THAT Council directs Administration to respond to S/Sgt. Palfy, as discussed.	21-083	CAO	Completed
Special Meeting of Council COUNCILLOR LAING MOVED THAT Council approves holding a Special Meeting of Council on Tuesday, March 30, 2021 commencing at 8:30 a.m. for discussion of the following items: <ul style="list-style-type: none"> <li>• 2nd and 3rd reading of the Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw 2021-02</li> <li>• 2021 – 2025 Recreational Funding Agreement</li> <li>• Fire Services Agreement</li> <li>• Enforcement Services Agreement</li> </ul>	21-084	Admin	Completed
Alberta NWT Command – Royal Canadian Legion – Military Service Recognition Book COUNCILLOR HOLDEN MOVED THAT Council approved the unbudgeted expense of \$340.00 to purchase a “Business Card” size advertisement in the 2021 Alberta / NWT Command Royal Canadian Legion Military Service Recognition Book.	21-085	Admin	Completed
2020 Audited Financial Statements DEPUTY MAYOR MAY MOVED THAT Council approves the 2020 audited financial statements as presented.	21-086	Finance	Advise Auditor accordingly - Completed

Resolution	Resolution #	Assigned to	Status
AMSC Energy Program COUNCILLOR HOLDEN MOVED THAT Council directs Administration to complete the Natural Gas Aggregation sign up form for 2022 – 2026 with a rate of \$2.30/gi or below or as close t this rate on signing date of this agreement.	21-087	CAO	Sign documents and send to AMSC - Completed
Rates of Taxation Bylaw #2021-04 DEPUTY MAYOR MAY MOVED THAT the Rates of Taxation Bylaw 2021-04 be given 1st reading as presented.	21-093	Finance	Prepare for 2nd and 3rd readings - April 6, 2021
Procedural Bylaw #2021-01 COUNCILLOR HOLDEN MOVED THAT Council give Procedural Bylaw 2021-01 third reading as presented.	21-094	Admin	Completed
Intermunicipal Development Plan Bylaw #2021-03 COUNCILLOR HOLDEN MOVED THAT Council approves 1st reading of the Intermunicipal Development Plan (IDP) Bylaw #2021-03 as presented and further THAT Council approves the public hearing date set for April 6, 2021.	21-095	Admin	Advertise and hold Public Hearing - Completed
AUMA's Spring Municipal Leaders' Caucus COUNCILLOR LAING MOVED THAT Council direct Administration to register Deputy Mayor May, Councillor Holden, Councillor Bidney and Councillor Laing for the AUMA's Spring Municipal Leaders' Caucus on April 14, 15 and 16, 2021.	21-097	Admin	
COUNCILLOR LAING MOVED THAT Council directs Administration to request David Steer attend a Regular Meeting of Council as a delegate and secondly to research a security consultant that could present to Council options available to increase town security.	21-100	CAO	Attending April 20, 2021 RMC
<b>March 2, 2021 Regular Meeting of Council</b>			
Intermunicipal Collaboration Framework Bylaw; Bylaw #2021-02 DEPUTY MAYOR MAY MOVED THAT Council approves 1st reading of the Intermunicipal Collaboration Framework (ICF) Bylaw #2021-02, as presented.	21-067	Administration	Prepare ICF Bylaw for 2nd and 3rd readings - March 30 Special Meeting of Council
<b>February 16, 2021 Regular Meeting of Council</b>			
Fire Services Agreement COUNCILLOR LAING MOVED THAT Council approve the 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.	21-047	CAO	On March 30 Special Meeting of Council Agenda
Enforcement Services Agreement COUNCILLOR HOLDEN MOVED THAT Council approve the 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented	21-048	CAO	On March 30 Special Meeting of Council Agenda
Small LED Sign COUNCILLOR HOLDEN MOVED THAT Council accept the update regarding the Electronic Sign, as information.	21-052	Administration	Completed

<b>Resolution</b>	<b>Resolution #</b>	<b>Assigned to</b>	<b>Status</b>
<p>Asset Management Grant Application  COUNCILLOR HOLDEN MOVED THAT  Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities:</p> <ul style="list-style-type: none"> <li>· Development of an Asset Management Roadmap</li> <li>· Improved sharing of asset management information internally and publicly</li> <li>· Asset management awareness training for all staff</li> </ul> <p>Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.</p>	21-054	Public Works	Working on grant application - ongoing
<b>January 19, 2021 Regular Meeting of Council</b>			
<p>2021 Census of Population  COUNCILLOR HOLDEN MOVED THAT Council supports the 2021 Census and encourages all residents to complete their census questionnaire online at <a href="http://www.census.gc.ca">www.census.gc.ca</a>, once available in May 2021. Accurate and complete census data support programs and services that benefit our community.</p>	21-026	Administraton	Ongoing to May 2021
<b>November 17, 2020 Regular Meeting of Council</b>			
<p>COUNCILLOR BIDNEY MOVED THAT Council table the decision regarding hiring Strategic Steps until after the By-election.</p>	20-368	CAO	Motion rescinded - no futher action - completed

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

<b>MEETING:</b> <i>Regular Meeting of Council</i>
<b>MEETING DATE:</b> <b>April 6, 2021</b>
<b>AGENDA ITEM:</b> <b>Auditor Findings Report</b>
<b>RECOMMENDATION:</b> <b>THAT ...</b> the Auditor Findings Report be accepted as information.
<b>BACKGROUND:</b> The auditor presented their Audit Findings Report to administration and Council on March 16, 2021. Administration has reviewed and prepared comments to address the items within the report for Council's review.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. That...Council accepts the Auditor Findings Report as information,</li><li>2. That...Council directs administration to...</li></ol>
<b>Prepared and Submitted By:</b> Falon Fayant <b>Reviewed By:</b> Joyce Pierce
<b>Date:</b> March 24, 2021

March 16, 2021

Town of Bon Accord  
PO Box 779  
Bon Accord, AB T0A 0K0

**Attention: Town Council Members**

Dear Council Members:

**RE: 2020 AUDIT FINDINGS REPORT**

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management and Council.

The objective of our audit was to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

**SIGNIFICANT FINDINGS FROM THE AUDIT**

Our objective is to communicate appropriately to the Council and management deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Town's financial statements, and as such, our audit report is without reservation with respect to these matters.

### **Significant Qualitative Aspects of Accounting Practices**

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Town. The application of those policies often involves significant estimates and judgments by management.

#### *Accounting Estimates*

The Town has made the following significant accounting estimates in preparing its financial statements.

- *Amortization of Tangible Capital Assets* - \$529,623 (2019 - \$609,070)

The number of years the Town's tangible capital assets are being amortized are estimates.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

### **Corrected and Uncorrected Misstatements**

#### *Corrected Misstatements*

During the course of the audit, we identified twenty-five (25) adjustments that were communicated to management and subsequently corrected in the financial statements. This type of assistance is common with our smaller local government clients.

#### *Uncorrected Misstatements*

Uncorrected misstatements aggregated by our Firm for the year ended December 31, 2020 resulted in an understatement of the 2020 annual surplus in the amount of \$16,939.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of Town management and staff throughout our work and we received full access to all necessary records and documentation.

### **Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

## **OTHER MATTERS**

### **Bank Reconciliations**

We continue to note bank reconciliations are not being completed on a timely basis. For example, the June 2020 reconciliation had not been completed at the time of our interim visit in December.

Ideally, reconciliations should be completed as soon as possible after month-end. We also suggest the CAO review the monthly reconciliations and document this review by signing / initialing and dating the reconciliation.

*Administration Comments: Moving to the new iCity software created a learning curve with completing the bank reconciliations and a posting issue with taxes from the mortgage companies caused a balancing issue; these impacted the timeliness of 2020 bank reconciliations and have since been solved.*

*Sign-offs for bank reconciliations completed by CAO will be added to the procedure going forward.*

### **Receivable**

We noted accounts 3-0000-200, 201, & 203 with a total credit balance in the amount of \$3,055 did not have supporting working papers as to the nature of these balances.

We recommend these accounts be investigated during 2021 to determine if the balances represent valid transactions or if they require adjustment.

*Administration Comments: Some of the balances in the receivables accounts in GL 3-0000-201 are currently with collections; Account 3-0000-203 will be reconciled as it is used as a holding account to bill Golden Gems and the Community Hall for their garbage collection, administration will ensure their billings are up to date; Account 3-0000-200 is a suspense account that iCity is looking into for issues with subledger account adjustments.*

We also noted the balance on the Utilities Aged Trial Balance Summary did not agree with the general ledger balance at December 31, 2020 (the general ledger balance was \$1,309 more).

We recommend this matter be investigated and that these balances be reconciled on a monthly basis as part of the month-end procedures.

*Administration Comments: The imbalance may be related to the adjustment issues that iCity is reviewing in the above suspense account. Going forward for 2021 these accounts will be reconciled and signed off on by finance manager as part of the month-end procedure as recommended.*

We also noted that the tax sub-ledger did not agree (difference of approximately \$545,000) to the general ledger balance at December 31, 2020. We understand this is due to certain tax payments not being posted to the tax sub-ledger. We understand iCity is investigating this matter.

### **Meter Deposit Report**

As we noted previously, the balance per the *Meter Deposit Report* was not in agreement with the balance in the general ledger account at December 31, 2020.

While the difference is not significant, we suggest this difference be investigated and any required adjustments made. Furthermore, month-end procedures should include ensuring these balances agree.

*Administration Comments: This account will be investigated and corrected and added to month-end procedure.*

### **Solar Farm Over-Borrowing**

Total costs of the solar farm were \$1,142,325. The Town received a \$504,501 contribution from the Alberta Urban Municipalities Association and obtained \$691,065 debenture from Alberta Capital Finance Authority (ACFA) for total funding in the amount of \$1,195,566.

As the difference of \$53,241 represents over-borrowing the Town may wish to contact ACFA to determine if these unused funds can be applied to a different project. *Administration Comments: Administration will contact ACFA to explain the project came in under budget, and to determine our options for Council to decide, ie. Transfer funds to reserve account to use for future maintenance of the solar farm (in place of insurance), Transfer unused funds to another project, payback (without penalty).*



## **Wastewater Rates**

We noted the rate charged for commercial consumption during 2020 was incorrect. The rate in the Bylaw was \$2.75 however the rate actually charged was \$2.80.

To ensure correct rates are being charged to all customers we recommend the utility billings be reviewed for anomalies prior to utility bills being issued.

*Administration Comments: After a rate has been updated in the system, the value will be double-checked by another person (other than the person who updated the value). Rates will be spot-checked on bills during the monthly utility billing by billing administrator.*

## **Purchasing**

### *CAO Expenses*

Previously we noted that the CAO expenses (VISA and other) are being approved by the CAO. Since the CAO reports to Council, we recommended that Council review / approve all CAO expenses.

We are pleased to report that all CAO expense claims we examined during the 2020 audit were approved by the Mayor or Deputy Mayor.

## **Budgeting**

As we have noted previously, to provide evidence as to the budget that was approved by Council, we continue to suggest that a copy of the approved budget be signed and dated by a Council member and the Chief Administrative Officer.

Furthermore, we continue to recommend that the approved budget be reconciled to the budget figures entered into the accounting software as this will ensure that actual figures are being compared to the correct budget figures.

*Administration Comments: Copy of budget for 2021 was provided to Mayor and CAO for sign-off and will continue with this process in future years. Administration will check with the auditor what they mean by 'approved budget be reconciled to the budget figures entered into the accounting software', as the budget numbers entered are being reconciled/balanced when entered.*

## **AUDITOR INDEPENDENCE**

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Town and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;

- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and

(e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2020 – March 16, 2021.

We appreciated the assistance of Falon Fayant and other Town staff, during the audit. We appreciate the opportunity to provide audit services to the Town.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Joyce Pierce, Chief Administrative Officer

**TOWN OF BON ACCORD  
Request for Decision (RFD)**

**MEETING:** *Regular Meeting of Council*

**MEETING DATE:** **April 6, 2021**

**AGENDA ITEM:** **Rates of Taxation Bylaw 2021-04**

**RECOMMENDATION:**

**THAT ...** the Rates of Taxation Bylaw 2021-04 be given 2<sup>nd</sup> reading as presented.

**THAT ...** the Rates of Taxation Bylaw 2021-04 be given 3<sup>rd</sup> and final reading as presented.

**BACKGROUND:**

Council passed the 1<sup>st</sup> reading of Taxation Bylaw 2021-04 at the March 16, 2021 Regular Meeting of Council Resolution # 21-093.

Overall assessments for 2021 have decreased by 3% from 2020. The tax rates presented within this bylaw represent a 0% increase for each tax assessment area. This results in a deficit of \$28,579 from what the approved 2021 budget expected to collect for municipal taxes. The approved 2021 budget required the Town of Bon Accord to collect \$1,546,102 in taxation revenue but will collect \$1,517,523 with a 0% increase in mill rate from 2020. At the end of the year, actual financial position can be assessed, and Council can approve a transfer from reserves to cover the deficit, if required. This recommendation represents Scenario A presented to Council at the March 16<sup>th</sup> Regular Meeting of Council.

In order for the Town of Bon Accord to collect the tax revenue of \$1,546,102 approved to be collected in the 2021 Budget, Scenario B or C could be approved. Scenario B represents a small increase of 1.9% for each assessment area. Scenario C represents a 0% increase for non-residential assessments, and an increase of 2.04% each for all other assessment areas.

The Alberta School Foundation Fund (ASFF), Homeland Housing, and Designated Industrial Property requisition values have been updated since the 1<sup>st</sup> reading.

**FINANCIAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:**

Property Tax Bylaw Sec 353 *MGA*

- (1) Each Council must pass a property tax bylaw annually.
- (2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
  - (a) the expenditures and transfers set out in the budget of the municipality, and
  - (b) the requisition

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce  
**Date:** April 1, 2021

**TOWN OF BON ACCORD  
2021 RATES OF TAXATION BYLAW  
BYLAW 2021-04**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BON ACCORD FOR THE 2021 TAXATION YEAR.**

**WHEREAS**, the Town of Bon Accord has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the council meeting held December 15, 2020; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Bon Accord for 2021 total \$3,922,398 and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$2,404,875 and \$1,517,523 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)		
Residential/Farmland		\$369,700
Non-residential		\$22,568
Homeland Housing		\$14,418
Designated Industrial Property (Including M&E)		\$132.31

**WHEREAS**, the Council of the Town of Bon Accord is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000 and

**WHEREAS**, the assessed value of all taxable property in the Town of Bon Accord as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$133,620,950
Farmland	\$63,200
Non-residential vacant	\$435,500
Machinery & Equipment	\$45,640
Non-residential	\$5,910,240
Residential – Annexed	\$1,258,510
Farmland – Annexed	\$99,100
Machinery & Equipment - Annexed	\$41,930
	<u>\$141,475,070</u>

**TOWN OF BON ACCORD  
2021 RATES OF TAXATION BYLAW  
BYLAW 2021-04**

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**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bon Accord.

	TAX LEVY	ASSESSMENT	TAX RATE
<u>General Municipal</u>			
Non-Residential (including M&E)	\$113,409	\$5,955,880	.01904147
Residential	\$1,379,973	\$133,620,950	.01032752
Farmland	\$3,128	\$63,200	.04948654
Non-Residential Vacant	\$15,057	\$435,500	.03457485
Annexed Non-Residential/M&E	\$431	\$41,930	.01028080
Annexed Residential	\$4,587	\$1,258,510	.00364490
Annexed Farmland	\$938	\$99,100	.00947000
	\$1,517,523	\$141,475,070	
<u>Education</u>			
Residential/Farmland	\$369,700	\$144,980,568	.00255000
Non-residential	\$22,568	\$6,018,118	.00375000
	\$392,268	\$150,998,686	
<u>Homeland Housing</u>	\$13,879	\$139,711,710	.00009934
<u>Designated Industrial Property (Including M&amp;E)</u>	\$134.99	\$1,762,330	.00007660

2. That levy values for annexed properties are subject to change based on Section 5(2) of Order in Council 032/2018 that states annexed land and assessable improvements must be assessed and levied as if they had remained in Sturgeon County. Therefore, those assessed properties will be subject to Sturgeon County taxation bylaw rates, once passed.
3. The minimum amount payable as property tax for general municipal purposes shall be \$300.
4. The rates in this Bylaw shall also apply to the assessed value of all designated industrial property.
5. That this Bylaw shall come into force and take effect upon the date of third reading.

**TOWN OF BON ACCORD  
2021 RATES OF TAXATION BYLAW  
BYLAW 2021-04**

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READ A FIRST TIME THIS 16<sup>th</sup> DAY OF March 2021.

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 6<sup>th</sup> DAY OF April 2021.

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 6<sup>th</sup> DAY OF April 2021.

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

<b>MEETING:</b>	Regular Council Meeting
<b>MEETING DATE:</b>	April 6, 2021
<b>AGENDA ITEM:</b>	Health and Safety Policy
<b>RECOMMENDATION:</b>	THAT Council approves the Health and Safety Policy, as presented.
<b>BACKGROUND:</b>	The Town of Bon Accord adopted the Health and Safety Policy and Procedure in August of 2014. This RFD is for the purpose of aligning all policies and procedures in the same format.
<b>FINANCIAL IMPLICATIONS:</b>	N/A
<b>LEGAL IMPLICATIONS:</b>	N/A
<b>LEGISLATIVE HISTORY:</b>	N/A
<b>ALTERNATIVES:</b>	<ol style="list-style-type: none"><li>1. Council approves the Health and Safety Policy.</li><li>2. Council declines approval of the Health and Safety Policy.</li></ol>
<b>Submitted by:</b> Ken Reil, Operations Manager <b>Date:</b> March 18, 2021	<b>Reviewed By:</b> Joyce Pierce, CAO



**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:**

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**POLICY NO.:** 14-201

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**SUBJECT:** HEALTH AND SAFETY

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**RESPONSIBLE AUTHORITY:** TOWN OF BON ACCORD

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**APPROVED BY COUNCIL:** August 19, 2014

**REVIEWED:** April 6, 2021

**PURPOSE AND INTENT:**

The Town of Bon Accord is committed to providing a safe, secure, and healthy environment to work in for all of its employees, volunteers and contractors.

It is hoped that this will present to all members of the public at large a clear statement by the Town of Bon Accord that by its support in a successful health and safety management system that the community as a whole will be safer and healthier for it.

The overall objective will be that through the Town of Bon Accord and its staff's involvement, commitment and dedication to a successful Health and Safety plan to have the number of occurrences of incidents, damage, injuries and work related illness at zero.

**TOWN OF BON ACCORD**  
**Health and Safety Procedure**

**SECTION:**

**POLICY RESOLUTION NO.: 14-201**

**SUBJECT:** HEALTH AND SAFETY Procedure

**RESPONSIBLE AUTHORITY:** TOWN OF BON ACCORD

**RECEIVED BY COUNCIL:** April 6, 2021

**DEFINITIONS:**

**AUTHORIZED PERSON means:**

A competent worker that has been authorized by a manager or their representative to do the task designated.

**COMPETENT WORKER means:**

A person that is adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with an only a minimal degree of supervision.

**HEALTH AND SAFETY DESIGNATE means:**

The current person/s in charge of the Town's health and safety program/s regardless of what their actual working title is.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) means:**

Equipment or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site.

**STAFF means:**

All people employed by the Town regardless of part time, full time, seasonal, permanent or casual.

**TOWN OF BON ACCORD (The Town) means:**

All elected officials and all employees of the Town of Bon Accord.

**PROCEDURE:**

1. Alberta Provincial Occupational Health and Safety Act, Regulations and Code
  - a. All staff will comply with the above.
  - b. All staff will be trained in the knowledge necessary arriving from and the use of the hand book/s containing the above information.
  - c. The above will take precedence in all health and safety matters over any other information that may be in conflict with it.

## 2. General Responsibilities and/or accountabilities:

- a. The town will insure the following are aware of their assigned responsibilities under this policy.
  - i. Elected officials
    1. Approving policy.
    2. Follow policies
    3. Providing direction and support.
    4. Setting a positive example.
    5. Communicating the importance of health and safety to staff and to the public.
    6. Providing resources to improve health and safety.
    7. Demonstrating commitment.
  - ii. Chief Administrative Officer
    1. Provide input on policy development.
    2. To understand and comply with the relevant legislation, Town's safety policy, safe work practices, procedures, and rules.
    3. Providing direction, support and resources.
    4. Setting a positive example.
    5. Communicating the importance of health and safety.
    6. Talking/listening to staff about health and safety concerns.
    7. Demonstrating commitment.
    8. Participating in meetings, inspections and investigations as needed.
  - iii. Managers
    1. To understand and comply with the relevant legislation, Town's safety policy, safe work practices, procedures, and rules.
    2. Ensuring hazards are identified and controlled.
    3. Ensuring inspections are done.
    4. Ensuring health and safety meetings are held and attended.
    5. Ensuring workers receive required training.
    6. Ensuring incidents are investigated.
    7. Participate in meetings, inspections and investigations as needed.
    8. Responding to health and safety concerns.
    9. Setting a positive example.
    10. To take reasonable precautions to protect the safety of the public, any workers, and themselves in relation to the Town's work sites.
  - iv. Health and Safety Designate (actual title may differ)
    1. To understand, comply with and stay current with the relevant Provincial and Federal legislation and how it applies to the Town's safety policy, safe work practices, procedures, and rules.
    2. Provide information, direction and support to managers, supervisors, workers, contractors and volunteers in the area of health and safety and the Alberta Provincial Occupational Health and Safety Act, Regulations and Code
    3. Helping develop policies, procedures, directives, forms.
    4. Keeping records and analysing data.

5. Setting a positive example.
6. Participate in/organize meetings, inspections and investigations as needed.
7. Ensure that monthly inspection on safety items such as but not limited to fire extinguishers, first aid kits, emergency lighting etc. are done and recorded.

v. Supervisors

1. To understand and comply with the relevant legislation, Town's safety policy, safe work practices, procedures, and rules.
2. Identifying hazards and recommending/implementing controls.
3. Conducting inspections.
4. Providing training.
5. Holding safety meetings and encouraging participation.
6. Investigating incidents.
7. Responding to health and safety concerns.
8. Setting a positive example.
9. To take reasonable precautions to protect the safety of the public, any workers, and themselves in relation to the Town's work sites.

vi. Employees

1. To understand and comply with the relevant legislation, Town's safety policy, safe work practices, procedures, and rules.
2. To wear the safety equipment, personal protective devices and clothing required by regulation and code and his/her employer.
3. Performing their work safely.
4. Participating in hazard identification, inspections, meetings, training, etc.
5. To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
6. To report all accidents, incidents and injuries to his/her supervisor as soon as possible.
7. To report near misses.
8. To take reasonable precautions to protect the safety of the public, other workers, and themselves in relation to the Town's work sites.

vii. Volunteers

1. To receive an orientation on the relevant safety aspects regarding their volunteer activities.
2. To wear the proper PPE required by regulation and code, and/or their volunteer coordinator.
3. Performing their tasks safely.
4. To notify his/her supervisor or their town contact of any unsafe conditions or acts that may be of danger to themselves or others.
5. To report all accidents, incidents and injuries to his/her supervisor or their town contact as soon as possible.
6. To take reasonable precautions to protect the safety of the public, other workers, and themselves in relation to the Town's work sites.

viii. Contractors

1. Participate in an orientation.
2. To understand and comply with the relevant legislation, Town's safety policy, safe work practices, procedures, and rules.

3. To wear the safety equipment, personal protective devices and clothing required by regulation and code and his/her employer.
4. Performing their work safely.
5. Participating in hazard identification, inspections, meetings, training, related to the job at hand.
6. To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
7. To report all accidents and injuries to his/her supervisor as soon as possible.
8. To take reasonable precautions to protect the safety of the public, other workers, and themselves in relation to the Town's work sites.

### 3. Ancillary items

- a. The following are of enough importance so as to be addressed in the policy and having general descriptions attached.
  - i. Tool and equipment maintenance
    1. All tools, equipment and vehicles will be maintained, stored and used in conjunction with the manufactures recommendations and industries best practices.
    2. All tools, equipment and vehicles will be inspected before and after each use to insure it can be safely used.
    3. Any condition found while inspecting or using a tool, piece of equipment or vehicle that would cause it to be considered unsafe will cause it to be removed from service.
      - a. If it cannot be immediately made to be safe to use it will be clearly tagged "**OUT OF SERVICE**" and reported to the supervisor and not used again until it has been made safe to use by qualified personal and properly inspected as to be safe to use.
      - b. If the removal from service is more than that of minor service a written report will be done on the issue.
        - i. The type of report, why one is needed and copies to who will be included in the health and safety manual.
  - ii. Inspections regarding safety, hazards and compliance with this policy.
    1. All municipal facilities and permanent work sites shall be formally inspected on a regular basis depending on their hazard and risk assessment but not longer than a period of 6 months.
    2. All formal inspections shall be documented and posted.
    3. Informal inspections on all sites whether permanent or temporary shall be conducted by supervisors, managers and the Health and Safety officer on an on-going basis in their areas of responsibility.
    4. Contractors, Volunteers and other users working on or in care and control of municipal property shall also be subject to random inspections as well.
  - iii. Safety meetings
    1. Will be held on a regular basis for each department depending on their hazard and risk assessment but not longer than a period of 1 month.
  - iv. Training

1. All staff will be trained in the following at the commencement of their employment and as procedures change;
  - a. Alberta Occupational Health and Safety Responsibilities
  - b. Town of Bon Accord Safe Work Procedures
  - c. Site specific Job skills
2. All staff as necessary will be trained in;
  - a. First aid
  - b. Workplace Hazardous Material Information System
  - c. Specific certified and non-certified courses required for their position.
3. Safety training costs are the responsibility of the Town.

v. Personnel protective equipment

1. All workers, guests, and visitors will wear on a work site the proper PPE as designated by:
  - a. O. H. & S. Act, Regulation and Code
  - b. The Town's Policies, procedures and rules.
2. All PPE used by the Town will be within the requirements of O. H. & S. Act, Regulation and Code, and CSA standards.
3. All PPE will be maintained, stored and used in conjunction with the manufactures recommendations and industries best practices.
4. All PPE that has been removed from service that has not been destroyed or disposed of will be tagged "**OUT OF SERVICE**". Any PPE tagged "**OUT OF SERVICE**" will not be returned to service until repaired and inspected by an authorized person.

vi. Incident reports

1. All incidents that result in injury or property damage, or that **could** have resulted in serious injury or property damage shall be thoroughly investigated and documented.
2. All minor injuries and near misses shall be reported to their supervisor and discussed at the weekly staff safety meeting. Out of that it will be determined if it needs to be reported further and/or necessary be determined an incident and investigated
3. Supervisors shall be responsible for conducting investigations and submitting reports to the C.A.O.
4. Any circumstance that becomes or in any way could become a Workers Compensation or OH&S matter will be investigated by at least a manager level person and the health and safety designate.
5. All incident reports will be reviewed and signed by the C.A.O.
6. All incident reports will be submitted for review by the Health and Safety designate to evaluate existing policies, practices and procedures to see if they may require changes and/or additions.

d. The above items will be addressed in greater detail in the Health and Safety manual.

4. There will be created and maintained a Town of Bon Accord Safety Manual

- a. That will be a comprehensive manual that will (in conjunction with the Occupational Health and Safety book) be the main reference to all the town's health and safety policies, practices, procedures, recommendations guidelines, etc.
  - b. This manual will be considered a living document as it will be continually updated and reviewed as necessary with the goal to having been completely reviewed in its entirety at a minimum of every two years.
5. This procedure will be reviewed regularly at a period of no longer than 3 years.
6. This procedure will be signed by the Chief Administrative Officer regularly at a period of no longer than 3 years.

End

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CAO Signature

Date

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Regular Council Meeting
<b>MEETING DATE:</b>	<b>April 6, 2021</b>
<b>AGENDA ITEM:</b>	<b>Water Meter Installation Policy</b>
<b>RECOMMENDATION:</b>	<b>THAT....</b> Council approves the water meter policy as presented.
<b>BACKGROUND:</b>	<p>The Town having constructed, operated and maintained a water system as a public utility, requires a standardized process to facilitate water meter installation for residential, commercial and industrial properties.</p> <p>This process ensures the collection of fees for all water usage, specifically new home construction and new commercial / industrial development.</p> <p>Additionally, all municipal properties must be in good standing with the Town, with no outstanding taxes or utilities. Water meters or water service will not be authorized until accounts are paid in full.</p>
<b>FINANCIAL IMPLICATIONS:</b>	N/A
<b>LEGAL IMPLICATIONS:</b>	N/A
<b>LEGISLATIVE HISTORY:</b>	N/A
<b>ALTERNATIVES:</b>	N/A
<b>Prepared and Submitted By:</b>	Dianne Allen
<b>Reviewed By:</b>	Joyce Pierce
<b>Date:</b>	<b>March 30, 2021</b>



**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Public Works

**POLICY RESOLUTION NO.:** XXXX - XXXX

**SUBJECT:** Water Meter Installation

**RESPONSIBLE AUTHORITY:** Public Works

**REVIEWED & APPROVED BY COUNCIL:**  
April 6, 2021

**PURPOSE AND INTENT:** To standardize the process for all water meter installations for residential, commercial and industrial properties.

**POLICY STATEMENT:** A clear process must be established to define ownership of the components of water meters. This policy will provide a clear process to staff, developers and residents eliminating a need for interpretation. This policy will establish fair and equitable processes to cover all aspects of water meter installations when water services are required.

The purpose of water meters is to:

- Record volume of water used by a property or unit
- Enable the Town of Bon Accord to charge for usage and monitor usage
- Assist residents to detect water leaks within their property
- Monitor approximate volume entering the sewer system

## TOWN OF BON ACCORD

### Request for Decision (RFD)

<b>MEETING:</b>	Regular Council Meeting										
<b>MEETING DATE:</b>	April 6, 2021										
<b>AGENDA ITEM:</b>	Alberta Community Crime Prevention Association (ACCPA) 2021 Virtual Conference										
<b>RECOMMENDATION:</b>	<p><b>THAT....</b> Council approves those wishing to attend the ACCPA 2021 Virtual Conference and direct administration to register those attending.</p>										
<b>BACKGROUND:</b>	<p>Since 1989, the Alberta Community Crime Prevention Association (ACCPA) was established as a means to discuss mutual crime-related issues within communities, police and government. Through education and awareness, their goal of the safety of Albertans is achieved by providing resources for crime prevention initiatives, organizing the annual conference, promoting Crime Prevention Week and organizing Fraud Prevention Month. The Town of Bon Accord is a current member of the ACCPA.</p> <p>The 2021 annual conference is being held virtually May 10<sup>th</sup> – 13<sup>th</sup>. May 10 and 11 are the pre-conference dates which consist of various workshops. May 12 and 13 are the main conference dates which consist of speakers on various topics.</p> <p>Early bird pricing ends April 10th. Registration pricing is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Early Bird Pricing (After April 10)</th> <th style="text-align: center;">Pre-Conference Only (Two Workshops) May 10-11</th> <th style="text-align: center;">Conference Only May 12-13</th> <th style="text-align: center;">Pre-Conference (Two Workshops) PLUS Conference May 10-13</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ACCPA Member</td> <td style="text-align: center;">\$233.75 (<del>\$275</del>)</td> <td style="text-align: center;">\$233.75 (<del>\$275</del>)</td> <td style="text-align: center;">\$318.75 (<del>\$375</del>)</td> </tr> </tbody> </table> <p>Please see attached for the pre-conference and conference workshop and speaker schedules.</p>			Early Bird Pricing (After April 10)	Pre-Conference Only (Two Workshops) May 10-11	Conference Only May 12-13	Pre-Conference (Two Workshops) PLUS Conference May 10-13	ACCPA Member	\$233.75 ( <del>\$275</del> )	\$233.75 ( <del>\$275</del> )	\$318.75 ( <del>\$375</del> )
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ACCPA Member	\$233.75 ( <del>\$275</del> )	\$233.75 ( <del>\$275</del> )	\$318.75 ( <del>\$375</del> )								
<b>FINANCIAL IMPLICATIONS:</b>	Registration costs.										
<b>LEGAL IMPLICATIONS:</b>	N/A										
<b>LEGISLATIVE HISTORY:</b>	N/A										
<b>ALTERNATIVES:</b>	<ol style="list-style-type: none"> <li>1. Council approves those wishing to attend the ACCPA 2021 Virtual Conference and direct administration to register those attending.</li> <li>2. Council declines attending the ACCPA 2021 Virtual Conference.</li> </ol>										
<b>Prepared and Submitted by:</b>	Jessica Caines	<b>Reviewed by:</b>	Joyce Pierce - CAO								
		<b>Date:</b>	March 26, 2021								



# 2021 ACCPA VIRTUAL CONFERENCE CONFERENCE SESSIONS & SPEAKERS

Alberta Community Crime Prevention Association (ACCPA)

Issued March 2021 v4

## Wednesday **MAY 12** All times are Mountain Time (MT)

**7:30AM** VIRTUAL TRADE SHOW / VIRTUAL COFFEE AND NETWORKING

**8:30AM** OPENING CEREMONIES

**9:00AM** **HOW HOLLAND MANAGED TO CUT CRIME: IMPROVED SECURITY, RESTORING THE CAPACITY AND AUTHORITY OF CRIMINAL LAW, DEMOGRAPHY, AND THE STRONG, ACTIVE AND STIMULATING ROLE OF THE CENTRAL GOVERNMENT**

Jaap de Waard, *Senior Policy Advisor, The Netherlands Ministry of Justice and Security*

**10:00AM** BREAK

**10:30AM** **STREAM 1** Urban Focus

**LESS LAW, MORE ORDER: SMARTER CRIME CONTROL, AND THE SCIENCE AND SECRETS OF ENDING VIOLENT CRIME**

Irvin Waller, *Author and Emeritus Professor Criminology, Faculty of Social Sciences, University of Ottawa*

**STREAM 2** Rural Focus

**THE HISTORY AND FUTURE OF ALBERTA PROVINCIAL RURAL CRIME WATCH**

Cor De Wit, *President, Alberta Provincial Rural Crime Watch Association*

**11:30AM** BREAK

**11:35AM** **LESS LAW, MORE ORDER: SMARTER CRIME CONTROL, AND THE SCIENCE AND SECRETS OF ENDING VIOLENT CRIME**

Irvin Waller, *Author and Emeritus Professor Criminology, Faculty of Social Sciences, University of Ottawa*

**BUILDING CAPACITY IN RURAL CRIME PREVENTION**

Jan Fox, *Executive Director, REACH Edmonton, Co-Chair Building Capacity in Rural Crime Prevention Project*  
Jean Bota, *President, ACCPA Co-Chair Building Capacity in Rural Crime Prevention Project*

**12:30PM** LUNCH BREAK

**1:30PM** **12 COMMUNITY SAFETY INITIATIVE (12CSI): A COALITION OF CALGARY NEIGHBOURHOODS MOBILIZING FOR COMMUNITY SAFETY**

Larry Leach, *Executive Director, 12 Community Safety Initiative*

**CALGARY'S HOMEFRONT PROGRAM & SCALABILITY FOR RURAL COMMUNITIES: AN INTERNATIONALLY RECOGNIZED, RESEARCHED AND VALIDATED RESPONSE TO DOMESTIC VIOLENCE**

Justin Dafoe, *Manager, Strategic Advancement, HomeFront Calgary*

**2:30PM** BREAK

**2:45PM** **BULLYING ENDS HERE: CHALLENGE, PERSEVERANCE, AND THE PERSONAL JOURNEY OF GROWTH AND INSPIRATION**

Tad Milmine, *Founder of Bullying Ends Here, Police Officer, Motivational Speaker, Best Selling Author*

**THE PEACE RIVER REGION RESTORATIVE JUSTICE PROGRAM: A COMMUNITY-DRIVEN APPROACH TO RESOLVING THE HARM CAUSED BY CRIME**

China Seiger, *Program Coordinator, Peace Regional Restorative Justice*

**3:45PM** DAY 1 WRAP-UP - ACCPA

## Thursday **MAY 13** All times are Mountain Time (MT)

**7:45AM** VIRTUAL TRADE SHOW / VIRTUAL COFFEE AND NETWORKING

**8:45AM** DAY 2 WELCOME BACK - HOUSEKEEPING

**9:00AM** **STREAM 1** Urban Focus

**CLEARING THE SMOKE ABOUT THE CANNABIS INDUSTRY: THE CURRENT STATE OF THE CANNABIS INDUSTRY FROM A REGULATORY SECURITY POINT OF VIEW**

Barry Davidson, *Managing Director, Davidson Global Advisory Group*

**STREAM 2** Rural Focus

**BARRHEAD & REGIONAL CRIME COALITION (BARCC): COMMUNITY MOBILIZATION IN SUPPORT OF ALBERTA'S RURAL CRIME REDUCTION STRATEGY**

Dave McKenzie, *Mayor, Town of Barrhead*

**9:50PM** BREAK

**10:00AM** **PEACE CIRCLES AND THE SOUTHERN REGION, NATIVE COUNSELLING SERVICES**

Barb Barclay, *Southern Region, Native Counselling Services*  
Dana Mitchum, *Calgary Remand Centre*

**ALBERTA SHERIFF'S SAFER COMMUNITIES AND NEIGHBOURHOODS (SCAN): HELPING KEEP COMMUNITIES SAFE BY DEALING WITH PROBLEM PROPERTIES**

Karleen Schenkey, *Investigator, SCAN North Division*  
Paul Hennig, *Investigator, SCAN North Division*

**10:50AM** BREAK

**11:00AM** **FETAL ALCOHOL SPECTRUM DISORDER (FASD) AND CRIMINAL JUSTICE DIVERSION IN CENTRAL ALBERTA**

Julie Nanson-Ashton, *Executive Director, Central Alberta FASD Network*

**OIL SANDS SECURITY PROFESSIONALS (OSSP): A BEST PRACTICE FOR INDUSTRY-POLICE COLLABORATION**

Todd Hillier, *Security Specialist, Technology & Systems Canadian Natural Resources Limited*

**11:50AM** LUNCH BREAK

**1:00PM** **PREVENTION FIRST ARAIA I TE TUATAHI: THE NEW ZEALAND POLICE NATIONAL OPERATING MODEL 2017 TAKING EVERY OPPORTUNITY TO PREVENT HARM, CRIME AND VICTIMIZATION**

Dr. Melissa Smith, *Manager Strategic Development and Planning, National Prevention Centre at New Zealand Police*

**1:55PM** BREAK

**2:05PM** **THE NIGHT TIME ECONOMY AS A DRIVER OF VIBRANCY, DIVERSITY AND SAFETY: LESSONS FROM SYDNEY, AUSTRALIA**

Libby Harris, *Night Time Economy Manager, City of Sydney, Australia*

**3:00PM** CONFERENCE WRAP-UP

**PRE-CONFERENCE WORKSHOPS**

**MAY 10-11**

Learn more at [WWW.ALBERTACRIMEPREVENTION.COM](http://WWW.ALBERTACRIMEPREVENTION.COM)



# 2021 ACCPA VIRTUAL CONFERENCE PRE-CONFERENCE WORKSHOPS

Alberta Community Crime Prevention Association (ACCPA)

Issued March 2021 v2

## Monday **MAY 10** All times are Mountain Time (MT)

**8:30AM** PRE-CONFERENCE REGISTRATION / VIRTUAL TRADE SHOW AND NETWORKING

**9:00AM** Workshop #1 *3-Hour Workshop*

### **ERNIE & JOE CRISIS COPS: COMPASSIONATE RESPONSE TO MENTAL HEALTH CRISIS BY LAW ENFORCEMENT**

Joe Smarro, of the award-winning HBO documentary ERNIE & JOE: CRISIS COPS, *Founder and CEO, SolutionPoint+*

Certificates of Completion will be provided digitally to participants

## Tuesday **MAY 11** All times are Mountain Time (MT)

**8:30AM** PRE-CONFERENCE REGISTRATION / VIRTUAL TRADE SHOW AND NETWORKING

**9:00AM** Workshop #2 *3-Hour Workshop*

### **UNDERSTANDING HATE: TOOLS AND STRATEGIES FOR COMMUNITY RESPONSE**

Tiffany Efird, *Program Director, Alberta Hate Crimes Committee*

Renee Vaugeois, *Executive Director, John Humphrey Centre for Peace and Human Rights*

Workshop #3 *3-Hour Workshop*

### **THE DUTCH TOUCH: HOW HOLLAND MANAGED TO CUT CRIME, AND LESSONS FOR ALBERTA AND CANADIAN COMMUNITIES FROM DUTCH CRIME POLICIES**

Jaap de Waard, *Senior Policy Advisor, The Netherlands Ministry of Justice and Security*

Certificates of Completion will be provided digitally to participants

**12:00PM** LUNCH BREAK

**1:00PM** Workshop #5 *3-Hour Workshop*

### **RADICALIZATION AND MOBILIZATION TO VIOLENCE: RECOGNITION AND RESPONSE STRATEGIES FOR POLICE AND COMMUNITY PROFESSIONALS**

John McCoy, *Executive Director, Organization for the Prevention of Violence*

David Jones, *Senior Researcher, Organization for the Prevention of Violence*

Workshop #6 *3-Hour Workshop*

### **TOOLS AND STRATEGIES FOR GROWING A VIBRANT, SAFE AND DIVERSE NIGHT TIME ECONOMY: LESSONS FROM SYDNEY, AUSTRALIA**

Libby Harris, *Night Time Economy Manager, City of Sydney, Australia*

Workshop #7 *3-Hour Workshop*

### **THE NEW ZEALAND POLICE NATIONAL OPERATING MODEL 2017: TAKING EVERY OPPORTUNITY TO PREVENT HARM THROUGH STRATEGIES TO PREVENT CRIME AND VICTIMIZATION**

Dr. Melissa Smith, *Manager Strategic Development and Planning, National Prevention Centre at New Zealand Police*

Workshop #8 *3-Hour Workshop*

### **ALBERTA RCMP COMMUNITY POLICE ACADEMY**

Facilitators To Be Determined, *Royal Canadian Mounted Police, "K" Division*

Certificates of Completion will be provided digitally to participants

**LOCAL & INTERNATIONAL PERSPECTIVES  
IN COMMUNITY SAFETY & WELL-BEING**

[WWW.ALBERTACRIMEPREVENTION.COM](http://WWW.ALBERTACRIMEPREVENTION.COM)

ACCPA **2021 VIRTUAL  
CONFERENCE**

**MAY 10-13**