

Town of Bon Accord
AGENDA
Council Briefing Meeting
April 26, 2023 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
3.1. 5:05 p.m. Paul Salvatore – Economic Development Assessment Proposal
- 4. NEW BUSINESS**
4.1. Playground Equipment: Centennial Park/Springbrook Park (enclosure)
- 5. BYLAWS|POLICIES**
POLICIES
5.1. Town Vehicle Use Policy (enclosure)
BYLAWS
5.2. 2023 Rates of Taxation, Bylaw 2023-07 (enclosure)
- 6. ADJOURNMENT**

**TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT**

Meeting:	Council Briefing Meeting
Meeting Date:	April 26, 2023
Presented by:	Lila Quinn, Community Services Manager
Title:	Playground Equipment: Centennial Park/Springbrook Park
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

In 2022, the swing set at Centennial Park was inspected by a certified Playground Inspector employed by the Town of Bon Accord. Upon the review the swing set at Centennial Park was removed as the equipment no longer meets current safety standards.

The swing set at Springbrook Park is under review and has some safety concerns as well.

Administration is in the process of looking at options for replacement of both swing sets. Please see quotes attached.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Centennial Park is well used but has limited spacing for equipment as this park is also used for Music in the Park which has up to 150 people attending this ten evening event per summer.

Due to the area required for a new swing set administration is recommending a play structure rather than a swing set at Centennial Park.

Springbrook Park is much larger with more space for equipment. Administration recommends searching for an inclusive swing set to replace the swing set at this park. This would be for individuals with limited mobility, such as those in a walker or wheelchair.

Things to consider:

1. Base
 - Sand
 - Pea Gravel
 - Engineered Wood Fibre (EWF)
2. Steel Slides vs Plastic Slides

There are risks for plastic slides for Children with hearing-impairments. Static slides can create a static that can shut down their cochlear implants in an instant.

3. Location at Park
 - There are three potential locations for Springbrook Park where it would not block the stage nor the big gate.
 - Springbrook Park has a variety of locations to choose from.
4. Public Engagement: Administration could develop a simple survey providing the opportunity for residents including children and youth to choose the equipment for both parks.

Shortfall Funding Strategy:

Administration will bring forward an RFD at a future Regular Meeting to proceed with this playground replacement project.

There are two options listed below under Costs/Sources of Funding.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

Value Statement: Collaboration

- Discussion is welcome from all levels of government, neighboring municipalities, residents and businesses in the Town, the place we call home.

Value Statement: Service Excellence

- Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

Transfer \$50,000 from reserves for a new play structure at Centennial Park.

Transfer \$25,000 - \$65,000 from reserves for a new play structure at Springbrook Park.

Administration to continue to try and find sponsorship for both playground equipment structures.

Springbrook Park Quote

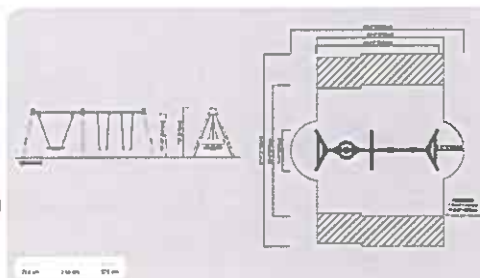
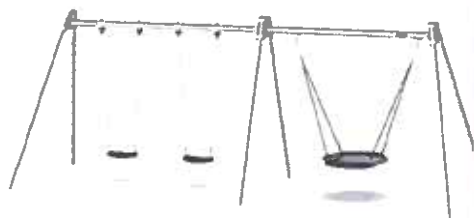
PARKWORKS & KOMPAN

Town of **Bon Accord**

1 OPT1 (aka QUO-07570)

Combi Swing H:2.5M, 100cm Rope Seat

WOW! The combination of the bird's nest swing and two single seats swing is a hit: children love it, as it can be done individually or together with friends. It facilitates laying, seated, standing swinging, alone or together. It is a great facilitator of fun rough-and-tumble play. The seats cater for multiple users of all abilities and most ages, day after day, for hours and hours.

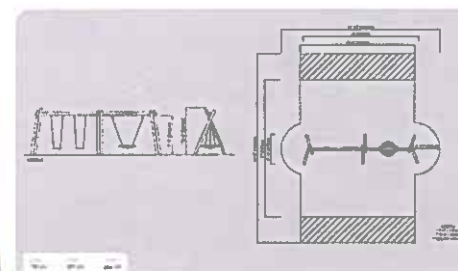


**Quote for equipment
and site preparation:
\$51,000 + G.S.T.**

2 OPT2 (aka QUO-07575)

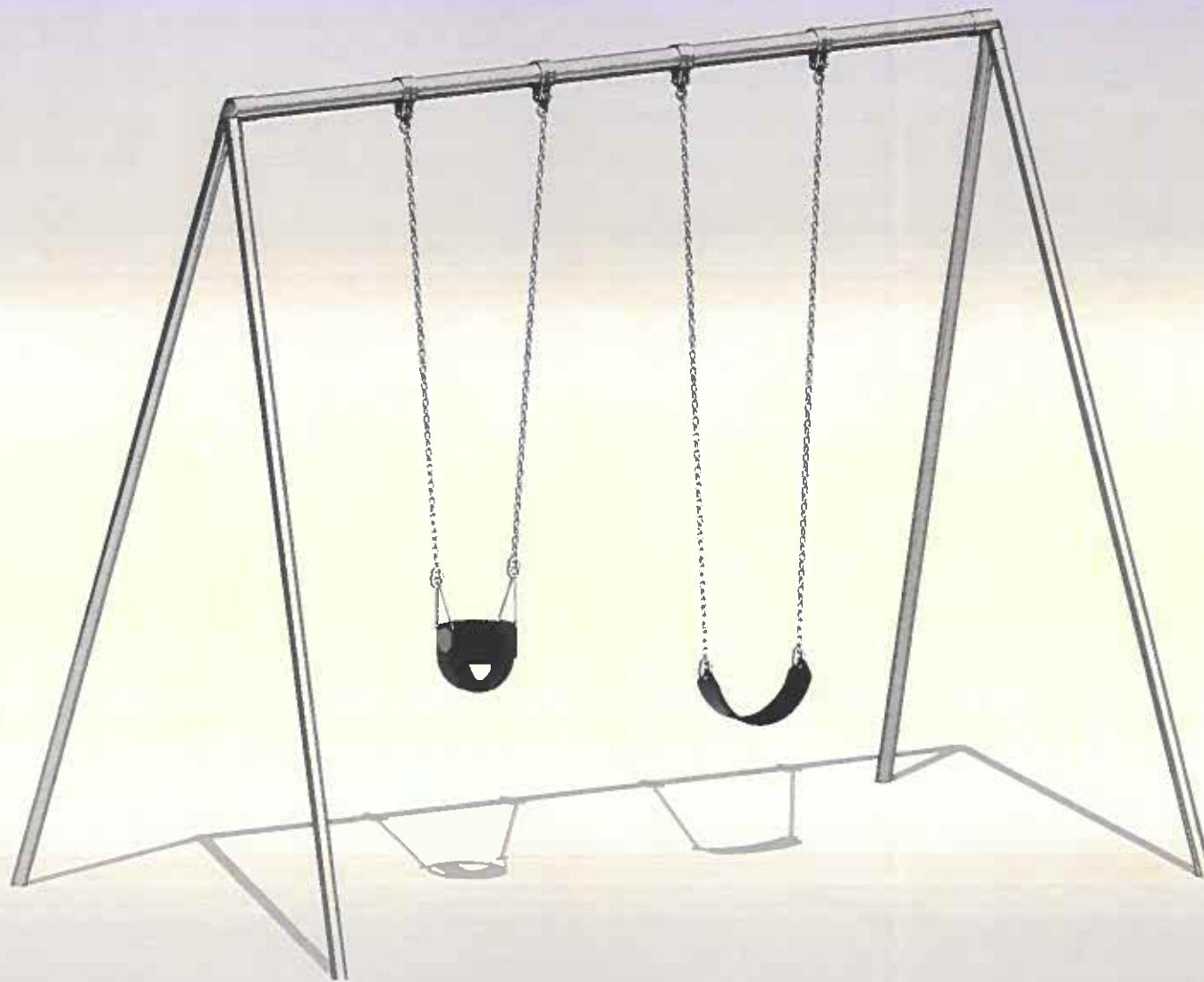
Double Swing Combination

The Robinia wood can be supplied as untreated raw wood or painted with a brown-coloured transparent pigment that maintains the golden wood colour of the wood.



**Quote for equipment
and site preparation
\$63,500 + G.S.T.**





Note: Colours shown may not accurately reflect

Extra Heavy Duty Swing 10' High
with 1 tot seat, 1 belt seat (not included)



BLUE

Distributor: Blue Imp Recreational Products of Canada

Date: April 24, 2023

Project Name: Town of Bon Accord Accessible Swing Options



SUMMARY WITH COMMERCIAL INSTALLATION - 2 SEATS

	10' 2 Unit Heavy Duty Swings (S1102) w/1 Accessible Swing		
	Seat and 1 Belt Seats	\$	3,893.00
	Commercial Installation of Equipment	\$	3,300.00
	Excavation and Disposal of Tailings (918sq ft)	\$	2,200.00
	Approximate Cost to Supply EWF	\$	2,750.00
	Installation of EWF	\$	1,200.00
26	Border Timbers (BP-10) @ \$130.00 ea	\$	3,380.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed) <i>*optional*</i>	\$	1,100.00
	Freight (approx.)	\$	1,000.00
	Total Project Costs excluding GST	\$	19,947.00

Prices listed in effect until **May 24, 2023**

Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities.

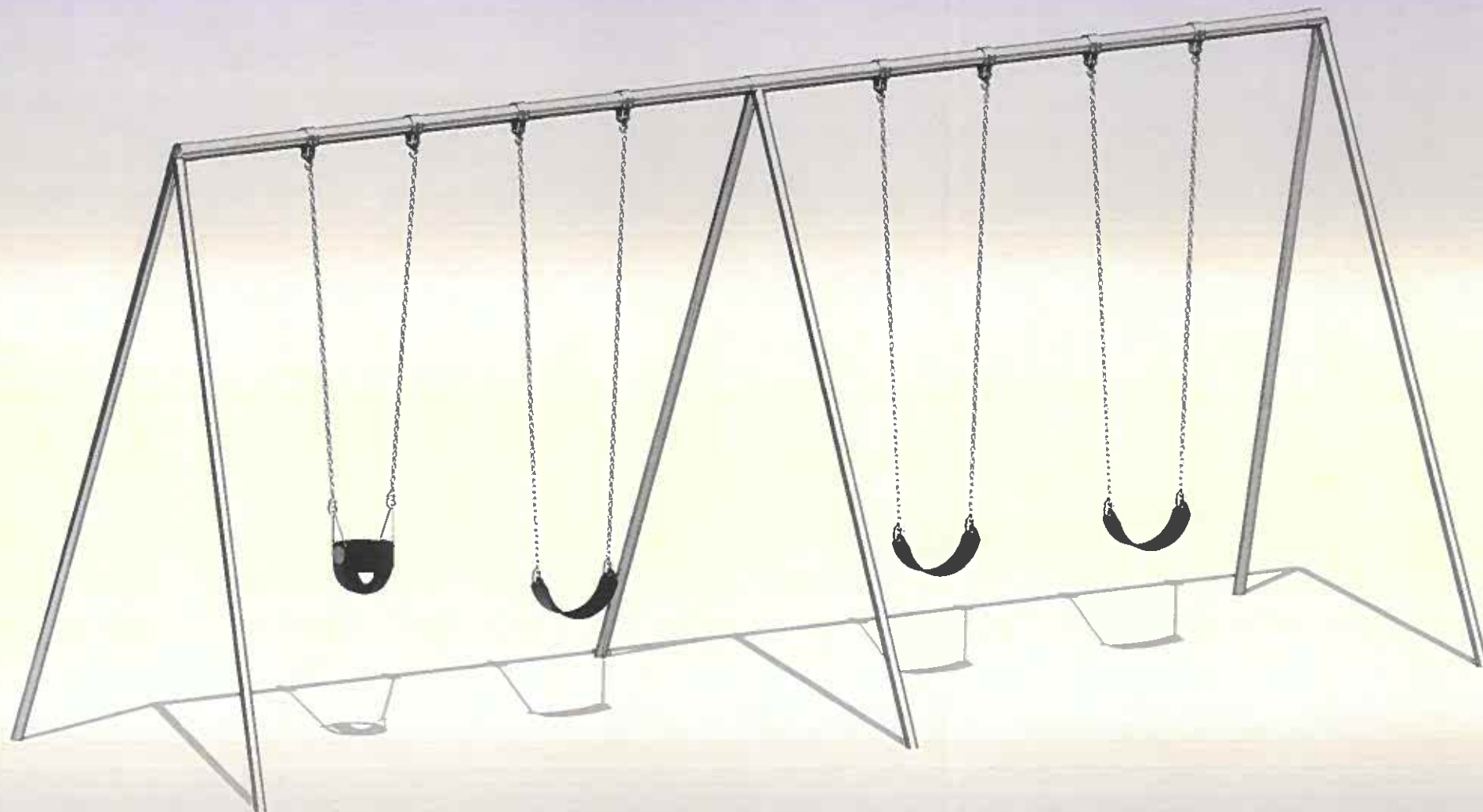
Please have AB One call completed prior to installation.

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

The equipment prices listed can be guaranteed to December 31, 2023 with a 50% deposit on Blue Imp equipment only by May 24, 2023

A third party inspection is highly recommended after the installation of your equipment.



Note: Colours shown may not accurately reflect

Extra Heavy Duty Swing 10' High
with 1 tot seat, 3 belt seats (not included)



BLUE

Distributor: Blue Imp Recreational Products of Canada

Date: April 24, 2023

Project Name: Town of Bon Accord Accessible Swing Options



SUMMARY WITH COMMERCIAL INSTALLATION - 4 SEATS

	10' 4 Unit Heavy Duty Swings (S2102) w/1 Accessible Swing		
	Seat and 3 Belt Seats	\$	6,012.00
	Commercial Installation of Equipment	\$	4,180.00
	Excavation and Disposal of Tailings (1320sq ft)	\$	2,400.00
	Approximate Cost to Supply EWF	\$	3,300.00
	Installation of EWF	\$	1,650.00
24	Border Timbers (BP-10) @ \$130.00 ea	\$	3,120.00
6	Adaptors (BP-09) @ \$61.00 ea	\$	366.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed) <i>*optional*</i>	\$	1,100.00
	Freight (approx.)	\$	1,000.00
	Total Project Costs excluding GST	\$	24,008.00

Prices listed in effect until **May 24, 2023**

Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities.

Please have AB One call completed prior to installation.

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

The equipment prices listed can be guaranteed to December 31, 2023 with a 50% deposit on Blue Imp equipment only by May 24, 2023

A third party inspection is highly recommended after the installation of your equipment.

Centennial Park Quote

Centennial Park

Town of **Bon Accord**

Options 1, 2, & 3 all have swings showcased in different heights. Swinging encourages social interaction and development. Swinging increases spatial awareness. Swinging helps develop gross motor skills—pumping legs, running, jumping. Swinging helps develop fine motor skills—grip strength, hand, arm and finger coordination.

1



6' Classic Slide (Stainless Steel) L-15030-B



Duetto spring rocker | L-16004

It was high time for the playground equipment industry to revisit teeter totters and multi spring riders. With its cutting-edge lines, modern colours and maintenance-free materials, Jambette is staying atop the leader board and pushing the envelope in recreation.

2



3' Classic Slide (Stainless Steel) L-15027-B



Swing chair | L-19023



Bush on spring | LA-20001

Jambette's swing chair helps kids learn about cause-and-effect. Allows kids to spin the day away as they & their friend's develop better depth perception and balance.

Spring riders are classic sensory-rich playground equipment with a solid appeal to all children.

3



4' Classic Slide (Stainless Steel) L-15028-B



Xyra-45 Spinner | L-20043

Discover our brand-new spinner, Xyra 45. Compact and versatile, it makes an excellent complement to your park!

Bon Accord can choose from 1, 2, or 3 = \$30,000, includes site preparation and installation.



layout # I11955-1-C1



Note: Colours shown may not accurately reflect actual colours.

Distributor: Blue Imp Recreational Products of Canada

Date: March 7, 2023

Project Name: Bon Accord: Option 1 (Leafy Lane)



BLUE IMP EQUIPMENT

1	Leafy Lane Sales Unit w/Plastic Slides (I11955-1)	\$	25,076.00
Total Equipment Cost:		\$	25,076.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND

	Blue Imp Equipment Total	\$	25,076.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply and Installation of Sand	\$	7,480.00
20	Border Timbers (BP-10) @ \$130.00 ea	\$	2,600.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	48,040.00

SUMMARY WITH COMMERCIAL INSTALLATION - PEA GRAVEL

	Blue Imp Equipment Total	\$	25,076.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply and Installation of Pea Gravel	\$	7,480.00
20	Border Timbers (BP-10) @ \$130.00 ea	\$	2,600.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	48,040.00

SUMMARY WITH COMMERCIAL INSTALLATION - EWF

	Blue Imp Equipment Total	\$	25,076.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply of EWF and 2 Layers of Duraliner	\$	3,378.00
	Installation of EWF	\$	880.00
20	Border Timbers (BP-10) @ \$130.00 ea	\$	2,600.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	44,818.00

Prices listed in effect until **August 31, 2023**

Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities.

Please have AB One call completed prior to installation.

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.



layout # I12027-1-C1



Note: Colours shown may not accurately reflect actual colours.

Distributor: Blue Imp Recreational Products of Canada

Date: March 7, 2023

Project Name: Bon Accord: Option 1 (Leafy Lane)



BLUE IMP EQUIPMENT			
1	Leafy Lane Sales Unit w/Steel Slides (I12027-1)	\$	24,884.00
Total Equipment Cost:		\$	24,884.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND			
	Blue Imp Equipment Total	\$	24,884.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply and Installation of Sand	\$	7,480.00
20	Border Timbers (BP-10) @ \$130.00 ea	\$	2,600.00
5	Adaptors (BP-09) @ \$61.00 ea	\$	305.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	47,909.00

SUMMARY WITH COMMERCIAL INSTALLATION - PEA GRAVEL			
	Blue Imp Equipment Total	\$	24,884.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply and Installation of Pea Gravel	\$	7,480.00
20	Border Timbers (BP-10) @ \$130.00 ea	\$	2,600.00
5	Adaptors (BP-09) @ \$61.00 ea	\$	305.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	47,909.00

SUMMARY WITH COMMERCIAL INSTALLATION - EWF			
	Blue Imp Equipment Total	\$	24,884.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply of EWF and 2 Layers of Duraliner	\$	3,378.00
	Installation of EWF	\$	880.00
20	Border Timbers (BP-10) @ \$130.00 ea	\$	2,600.00
5	Adaptors (BP-09) @ \$61.00 ea	\$	305.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	44,687.00

Prices listed in effect until **August 31, 2023**

Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities.

Please have AB One call completed prior to installation.

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.



layout # 112049-1-C1

Note: Colours shown may not accurately reflect actual colours



Distributor: Blue Imp Recreational Products of Canada

Date: March 7, 2023

Project Name: Bon Accord: Option 2 (Tutti Frutti)



BLUE IMP EQUIPMENT

1	Tutti Frutti Sales Unit w/Plastic Slides (I12049-1)	\$	22,754.00
Total Equipment Cost:		\$	22,754.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND

	Blue Imp Equipment Total	\$	22,754.00
	Commercial Installation of Equipment	\$	6,600.00
	Excavation and Disposal of Tailings	\$	2,200.00
	Supply and Installation of Sand	\$	7,700.00
24	Border Timbers (BP-10) @ \$130.00 ea	\$	3,120.00
6	Adaptors (BP-09) @ \$61.00 ea	\$	366.00
	Installation of Borders and Adaptors	\$	1,100.00
	Site Restoration (Topsoil and Seed)	\$	990.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	46,030.00

SUMMARY WITH COMMERCIAL INSTALLATION - PEA GRAVEL

	Blue Imp Equipment Total	\$	22,754.00
	Commercial Installation of Equipment	\$	6,600.00
	Excavation and Disposal of Tailings	\$	2,200.00
	Supply and Installation of Pea Gravel	\$	7,700.00
24	Border Timbers (BP-10) @ \$130.00 ea	\$	3,120.00
6	Adaptors (BP-09) @ \$61.00 ea	\$	366.00
	Installation of Borders and Adaptors	\$	1,100.00
	Site Restoration (Topsoil and Seed)	\$	990.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	46,030.00

SUMMARY WITH COMMERCIAL INSTALLATION - EWF

	Blue Imp Equipment Total	\$	22,754.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply of EWF and 2 Layers of Duraliner	\$	3,885.00
	Installation of EWF	\$	1,100.00
24	Border Timbers (BP-10) @ \$130.00 ea	\$	3,120.00
6	Adaptors (BP-09) @ \$61.00 ea	\$	366.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed)	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	43,865.00

Prices listed in effect until **August 31, 2023**

Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities.

Please have AB One call completed prior to installation.

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.



layout # 112050-1-C1



Note: Colours shown may not accurately reflect actual colours.

Distributor: Blue Imp Recreational Products of Canada

Date: March 7, 2023

Project Name: Bon Accord: Option 2 (Tutti Frutti)



BLUE IMP EQUIPMENT			
1	Tutti Frutti Sales Unit w/Steel Slide (I12050-1)	\$	22,622.00
Total Equipment Cost:		\$	22,622.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND			
	Blue Imp Equipment Total	\$	22,622.00
	Commercial Installation of Equipment	\$	6,600.00
	Excavation and Disposal of Tailings	\$	2,200.00
	Supply and Installation of Sand	\$	7,700.00
22	Border Timbers (BP-10) @ \$130.00 ea	\$	2,860.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	1,100.00
	Site Restoration (Topsoil and Seed)	\$	990.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	45,516.00

SUMMARY WITH COMMERCIAL INSTALLATION - PEA GRAVEL			
	Blue Imp Equipment Total	\$	22,622.00
	Commercial Installation of Equipment	\$	6,600.00
	Excavation and Disposal of Tailings	\$	2,200.00
	Supply and Installation of Pea Gravel	\$	7,700.00
22	Border Timbers (BP-10) @ \$130.00 ea	\$	2,860.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	1,100.00
	Site Restoration (Topsoil and Seed)	\$	990.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	45,516.00

SUMMARY WITH COMMERCIAL INSTALLATION - EWF			
	Blue Imp Equipment Total	\$	22,622.00
	Commercial Installation of Equipment	\$	7,700.00
	Excavation and Disposal of Tailings	\$	1,980.00
	Supply of EWF and 2 Layers of Duraliner	\$	3,885.00
	Installation of EWF	\$	1,100.00
22	Border Timbers (BP-10) @ \$130.00 ea	\$	2,860.00
4	Adaptors (BP-09) @ \$61.00 ea	\$	244.00
	Installation of Borders and Adaptors	\$	880.00
	Site Restoration (Topsoil and Seed) - optional	\$	880.00
	Freight (approx.)	\$	1,200.00
Total Project Costs excluding GST		\$	43,351.00

Prices listed in effect until **August 31, 2023**

Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities.

Please have AB One call completed prior to installation.

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.



Town of Bon Accord (Global Motion)

Bon Accord, AB

29-Mar-23

228071A





Pricing 228071A

Supply playground equipment (Landscape Structures Inc.)	\$60,779.00
Install playground equipment (Habitat Systems Inc.)	\$16,513.00
Supply 27 cubic yards of Habitat's engineered wood fibre surfacing to a 12" compacted depth (geotextile landscape fabric NOT Included)	\$8,888.00
Installation of the above Habitat's wood fibre surfacing	\$618.00
Supply and install of concrete borders	\$6,750.00
Site work (excavation)	\$1,734.00
Subtotal	\$95,282.00
GST @ 5%	\$4,764.10
Total	\$100,046.10

Listed tax (GST) is applicable and needs to be paid by purchaser. Pricing in this quotation is valid for 30 days, unless otherwise stated. Pricing includes freight costs to site. Installation date will be determined upon order. Terms are net 30 days. Habitat Systems will invoice for equipment and installation on the pre-arranged installation date. If installation is postponed, the customer will be invoiced for equipment only. Installation is invoiced upon project completion. Past due amounts will be charged 2% interest compounded monthly (26.82% per annum), starting on the first day past the due date.

If you wish to place an order, please sign where indicated below and fax back to our office to (604) 294-4002 or toll free at 1 (866) 294-4002.

Print Name: _____ **Date:** _____

Signature of Acceptance: _____ **Title:** _____

PO Number (if applicable): _____

Delivery Address: _____

Installation Address: _____

Site Contact Name: _____ **Phone #:** _____

Invoicing Name & Address: _____

Colours/Palette: _____

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Henderson
Providing Playground Fun

Model No. L05858R0



Colors:

Posts: Green

Accents: Lime - Tan

HDPE-Plastic: Lime / Black

CENTENNIAL PARK OPTION 1

Brought to you by your local representative:

KIDNATION
Playgrounds Ltd. 

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2023-04-17

RE: Centennial Park

Quote #: 04172023

OPTION 1

L05858R0	\$ 15,422.00
Freight	\$ 1,942.00
Commercial Installation	\$ 3,856.00
Site Work (see scope)	\$ 13,295.00
TOTAL	\$ 34,515.00

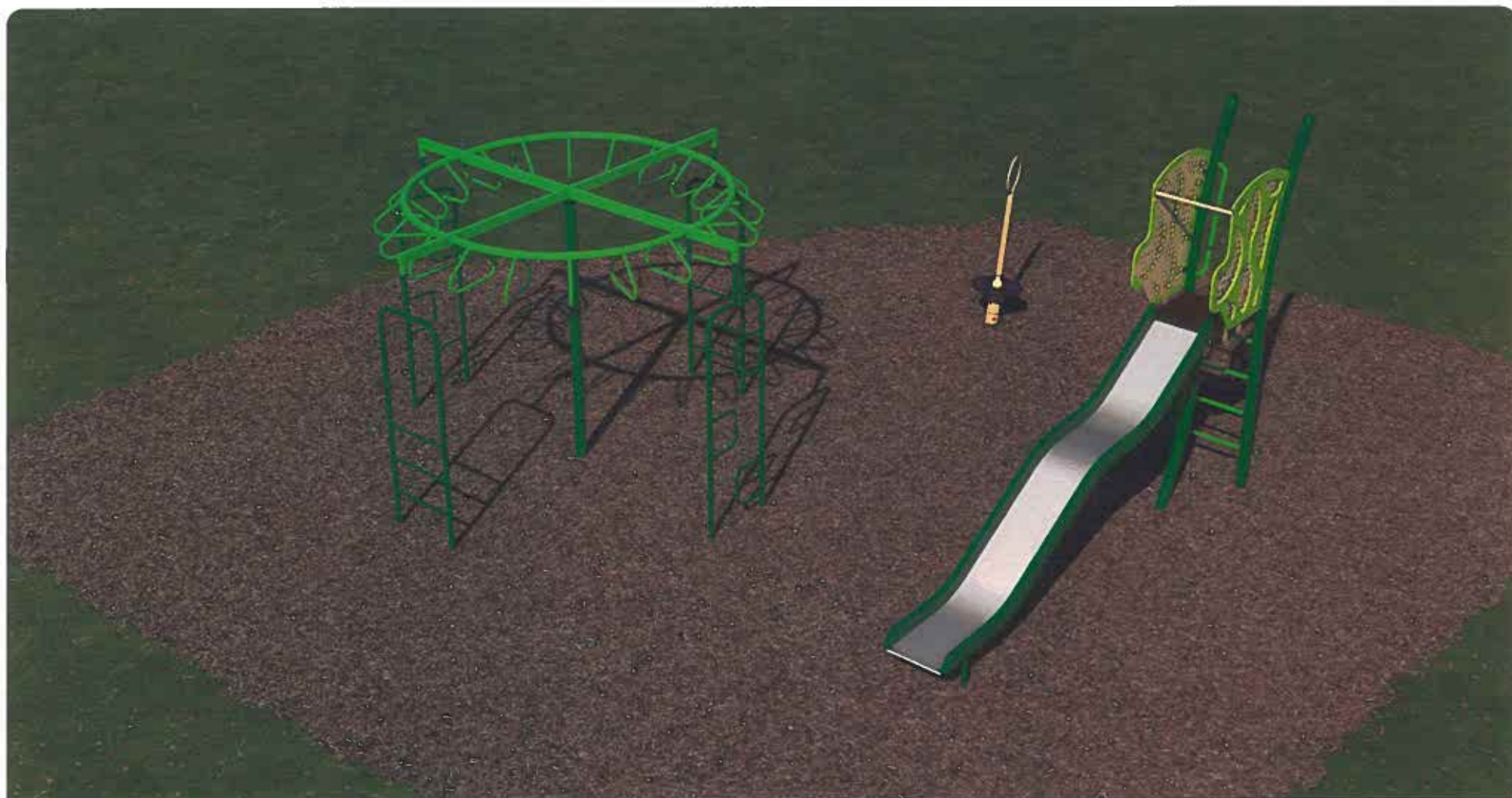


SCOPE OF WORK:

- Alberta One call
- Excavation
- Supply playground equipment
- Offloading playground equipment
- Playground layout
- Auguring of holes for playground
- Installation of playground equipment
- Supply concrete for piles
- Plumb and level posts
- Supply and install wooden border timbers
- Supply and install EWF surfacing and drainage
- Cleanup packaging materials
- Tailing removal from playground installation
- Site restoration

CUSTOMER RESPONSIBILITIES:

- Third party safety inspection



Henderson®
Providing Playground Fun

Model No. L05858R0



Colors:

Posts: Green

Accents: Lime - Tan

HDPE-Plastic: Lime / Black

**CENTENNIAL PARK
OPTION 1**

Brought to you by your local representative:

KIDNATION
Playgrounds Ltd. 

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OPTION 2

L0589R0	\$ 14,843.00
Freight	\$ 1,650.00
Commercial Installation	\$ 3,711.00
Site Work (see scope)	\$ 13,295.00
TOTAL	\$ 33,499.00

Excludes GST

SCOPE OF WORK:

- Alberta One call
- Excavation
- Supply playground equipment
- Offloading playground equipment
- Playground layout
- Auguring of holes for playground
- Installation of playground equipment
- Supply concrete for piles
- Plumb and level posts
- Supply and install wooden border timbers
- Supply and install EWF surfacing and drainage
- Cleanup packaging materials
- Tailing removal from playground installation
- Site restoration

CUSTOMER RESPONSIBILITIES:

- Third party safety inspection



**TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT**

Meeting:	Council Briefing Meeting
Meeting Date:	April 26 th , 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Town Vehicle Usage Policy
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

Administration has identified that it would be beneficial to have a Town Vehicle Usage policy to clearly establish the responsibilities of the Town and provide expectations for drivers who operate Town owned vehicles and equipment. Having a policy to adhere to will also reduce the risk of liability and encourage safe operation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The policy applies to all Town owned vehicles and equipment and to all drivers and operators of Town owned vehicles and equipment, including Council members.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

Administration and Council embody the responsible planning and management of our resources.

Priority # 3 Infrastructure

The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

2023 Operating and Capital Budget as well as the 2024-2026 Operating Plans and 2024-2033 Capital Plans.

TOWN VEHICLE USAGE

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Recreation and Community Services

COUNCIL APPROVAL DATE:

LAST REVIEWED BY COUNCIL:

POLICY STATEMENT

The Town of Bon Accord owns and operates vehicles and equipment for the benefit of the residents of the community.

PURPOSE

This policy sets out the manner in which municipally owned vehicles and equipment shall be used and operated. It establishes responsibilities of the Town and clear expectations for Drivers who operate Town owned vehicles and equipment to reduce the risk of liability and encourage safe operation.

SCOPE

This policy applies to all Town owned vehicles and equipment and to all Drivers and operators of such vehicles and equipment.

DEFINITIONS

“Collision” means an incident where a Town Vehicle contacts another vehicle, object, individual, or roadway and contact results in any property Damage to any vehicle, object, or roadway, regardless of degree, or results in injury or death to any person involved.

“Damage” means the loss or harm to a Town Vehicle which requires repair, other than normal wear and tear.

“Driver” means an Employee of the Town of Bon Accord, who is driving, using, operating, or has care and control of a Town Vehicle.

“Employee” means any individual employed by the Town on a full-time, part-time, temporary, or casual basis.

“On-call” means, for the purposes of this Policy, that an Employee has been assigned the duties of responding to after hour’s emergency situations. Normally the Employee will be receiving additional remuneration as a result of this assignment in the form of stand-by pay.

“Town” means the Town of Bon Accord.

“Town Vehicle” means any car, truck, bus, equipment, or similar self-propelled conveyance including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the Town.

RESPONSIBILITIES

1. All Employees who drive or operate Town Vehicles are responsible for following the requirements of this policy. Employees are responsible for ensuring that any change to their license such as loss, temporary suspension, cancellation, disqualification, or new conditions that may affect their authority to operate a Town Vehicle is immediately communicated to their direct supervisor or manager.
2. Managers or Supervisors are responsible for ensuring Employees understand and follow this policy.
3. Members of Council operating Town Vehicles are subject to the same responsibilities as Employees.

GENERAL REQUIREMENTS

1. Drivers must conduct themselves professionally, ensuring they are always fit for driving (i.e.: sober, alert, and not fatigued).
2. Drivers must possess a valid Alberta Operators License with the appropriate

classifications and endorsements for the type of Town Vehicle operated.

3. Drivers must report any mechanical defects or Damage discovered with a Town Vehicle immediately to the Operations Supervisor or their direct Manager or Supervisor.
4. Drivers operating a Town Vehicle must immediately report all Collisions, traffic infractions, and/or any Damage to their direct Manager or Supervisor. Incidents not resulting in Damage must still be reported as this is considered a near miss for incident reporting.
5. Drivers must follow all rules of the road and comply with all Town policies and procedures, as well as all applicable municipal, provincial, and federal legislation governing traffic laws. Where it is not possible to comply with both the provisions in this policy and with legislative regulations, the legislation shall prevail.
6. Drivers are required to notify their supervisor or manager immediately upon receipt of any violation tickets resulting from their operation of Town Vehicles. Operators are personally responsible for payment of any fines or courts costs resulting from their operation of municipal vehicles.
7. Drivers will utilize hands-free mobile phone equipment when operating any Town Vehicle. Should hands-free operation not be available, the operator must pull off the road in a safe place prior to the use of their mobile phone.
8. Town Vehicles will be used for utilities for meter reading purposes as this is a necessary business use; while the meter reader is not hands-free, the vehicle is being operated under 15 km/hr. to reduce the risk of distracted driving.
9. Managers or supervisors may authorize the use of Town Vehicles for travel to Town business related special events, conventions, conferences, seminars, workshops, courses, or other similar circumstances.
10. Employees are not allowed to take Town Vehicles home except in the following special circumstances:
 - a. When on route to/from home to buy equipment or attending Town business related functions or events as listed in number 9.
 - b. When the Employee is on call and the Town Vehicle is equipped with special tools, equipment, material, etc., provided that the home location

permits the Employee to respond within an appropriate prompt timeframe.

- c. Under no circumstances should the Town Vehicle be used for personal use during the above scenarios.

DRAFT

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Council Briefing Meeting
Meeting Date:	April 26 th , 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	2023 Rates of Taxation, Bylaw 2023-07
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

Per Section 353 of the Municipal Government Act, Council must pass a property tax bylaw annually. The projected budgeted municipal tax levy increase per the 2023 budget passed at the October 18th, 2022, regular meeting of council was 2.35% per class.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Assessments for 2023 have come in at \$154,710,480 for taxable properties, and \$21,095,490 for exempt properties including municipal property, churches, and schools. Assessments have increased overall by 6% from 2022 values.

The breakdown of assessments and the percentage change from 2022 is as follows:

ASSESSMENT CLASS	ASSESSMENT VALUE	INCREASE/DECREASE
CLASS 1 – Residential	\$145,762,550	6%
CLASS 2 – Non-Residential	\$ 6,945,010	12%
CLASS 2 – Non-Residential Vacant	\$ 374,000	-16%
CLASS 3 – Farmland	\$ 63,200	0%
CLASS 4 – Machinery & Equipment	\$ 45,080	0%
CLASS 1 – Annexed Residential	\$ 1,379,010	5%
CLASS 2 – Annexed Non-Residential	\$ 42,530	1%
CLASS 3 – Annexed Farmland	\$ 99,100	0%
CLASS 4 – Annexed Machinery & Equip	\$ 0	0%
TOTAL ASSESSMENTS	\$154,710,480	6%

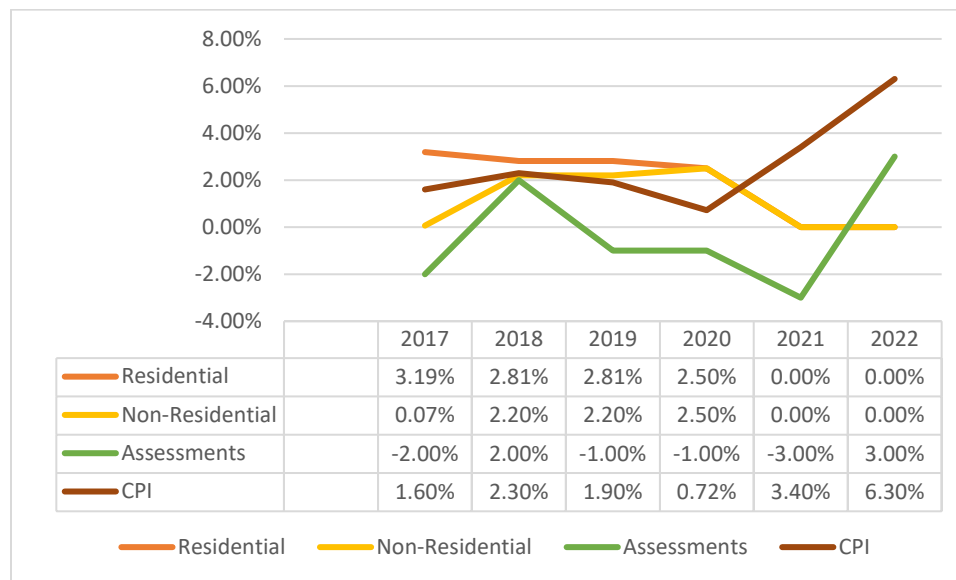
The 2023 budgeted taxable assessment base was \$146,188,230.

Between 2017 to 2022, municipal tax rates have increased by an average of 1.89% residential and 1.16% non-residential, with two years (2021 and 2022) having 0% increases.

Assessments between 2017 to 2022 have decreased on average by 2%.

The consumer price index (CPI) has been rising by an average of 2.7% since 2017, with 2022 having the highest rate of inflation of 6.3%. Currently, the CPI in Canada is 4.3% and 3.3% in Alberta.

MUNICIPAL TAX INCREASES, ASSESSMENTS, AND CPI CORRELATION



Like other municipalities, municipal taxes are the main source of revenue for the Town. In 2022, taxes accounted for 46% of total revenue, with sales and user charges coming in second at 32%.

With rising expenses and increasing costs of capital infrastructure maintenance and replacement, as well as decreasing federal and provincial grant funding, the Town needs to plan and balance requirements with keeping tax rates fair and affordable.

Annexed properties are taxed at Sturgeon County rates. At the Sturgeon County regular meeting of Council on April 20th, 2023, Sturgeon's council passed their taxation bylaw with a 2.9% increase. This also reflected a transfer from their tax stabilization reserve account of \$1,168,144. Their original budget indicated a tax increase of 3.9%.

The minimum tax payable would be \$300 for an assessed property. This rate has not increased for several years. Sturgeon County's minimum tax payable rate is \$25.

Option #1: Prepare the 2023 Rates of Taxation Bylaw with the projected budgeted increase of 2.35%.

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue
Class 1 – Residential	\$145,762,550	0.01057022	2.35%	\$ 1,541,049
Class 2 – Non-Residential	\$ 6,945,010	0.01948894	2.35%	\$ 135,897
Class 2 – Non-Residential Vacant	\$ 374,000	0.03538736	2.35%	\$ 13,235
Class 3 – Farmland	\$ 63,200	0.05064947	2.35%	\$ 3,767
Class 4 – Machinery & Equipment	\$ 45,080	0.01948894	2.35%	\$ 879
Class 1 – Annexed Residential	\$ 1,379,010	0.0038181	2.9%	\$ 5,265
Class 2 – Annexed – Non-Residential	\$ 42,530	0.0107694	2.9%	\$ 458
Class 3 – Annexed Farmland	\$ 99,100	0.0099201	2.9%	\$ 983
Class 4 – Annexed Machinery & Equipment	\$ 0	0.0107694	2.9%	\$ 0
TOTAL	\$154,710,480			\$1,701,532

*** Projected revenue considers that some properties will be levied at the minimums of \$300 or \$25.*

How does this affect the average assessed resident?

Assessment Class	Average Assessment Value	2022 Municipal Tax Levy	2023 Municipal Tax Levy	Increase
Class 1 – Residential	\$250,451	\$2,587	\$2,647	\$61/yr.
Class 2 – Non-Residential (NR)	\$315,682	\$6,011	\$6,152	\$141/yr.
Class 2 – NR Vacant	\$74,800	\$2,586	\$2,647	\$61/yr.
Class 3 – Farmland	\$10,533	\$521	\$534	\$12/yr.
Class 4 – Machinery & Equipment	\$45,080	\$858	\$879	\$20/yr.

Because of the increase in assessments, this first option brings in \$96,166 more in expected revenue than budgeted. Council could allocate this additional revenue to reserves to support funding strategies for operating or capital infrastructure requirements.

Option #2: Prepare the 2023 Rates of Taxation Bylaw using the projected increase in revenue required for the approved 2023 budget.

The 2022 required municipal tax revenue was \$1,570,598 and the 2023 municipal tax revenue to be collected is budgeted as \$1,605,366. The difference in revenue required to balance the 2023 budget was therefore \$34,768. This additional amount can be allocated across the assessment classes based on their percentage of the total assessment.

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue
Class 1 – Residential	\$145,762,550	0.01054493	2.11%	\$ 1,537,364
Class 2 – Non-Residential	\$ 6,945,010	0.01942108	1.99%	\$ 135,427
Class 2 – Non-Residential Vacant	\$ 374,000	0.03548586	2.63%	\$ 13,272
Class 3 – Farmland	\$ 63,200	0.05078854	2.63%	\$ 3,775
Class 4 – Machinery & Equipment	\$ 45,080	0.01946484	2.22%	\$ 877
Class 1 – Annexed Residential	\$ 1,379,010	0.0038181	2.9%	\$ 5,265
Class 2 – Annexed – Non-Residential	\$ 42,530	0.0107694	2.9%	\$ 458
Class 3 – Annexed Farmland	\$ 99,100	0.0099201	2.9%	\$ 983
Class 4 – Annexed Machinery & Equipment	\$ 0	0.0107694	2.9%	\$ 0
TOTAL	\$154,710,480			\$1,697,421

*** Projected revenue considers that some properties will be levied at the minimums of \$300 or \$25.*

How does this affect the average assessed resident?

Assessment Class	Average Assessment Value	2022 Municipal Tax Levy	2023 Municipal Tax Levy	Increase
Class 1 – Residential	\$250,451	\$2,587	\$2,641	\$54/yr.
Class 2 – Non-Residential (NR)	\$315,682	\$6,011	\$6,131	\$120/yr.
Class 2 – NR Vacant	\$74,800	\$2,586	\$2,654	\$68/yr.
Class 3 – Farmland	\$10,533	\$521	\$535	\$14/yr.
Class 4 – Machinery & Equipment	\$45,080	\$858	\$877	\$19/yr.

Again, because of the increase in assessments, this second option brings in \$92,055 more in expected revenue than budgeted. Council could allocate this additional revenue to reserves to support funding strategies for operating or capital infrastructure requirements.

Option #3: Prepare the 2023 Rates of Taxation Bylaw with a 2% increase for Class 1 Residential, Class 2 Non-Residential Vacant, and Class 3 – Farmland, and a 0% increase for Class 2 Non-Residential and Class 4 Machinery & Equipment.

This option allows for tax stabilization for businesses and begins to establish an economic incentive for new development.

Assessment Class	Assessment Value	Tax Rate	Increase	Projected Revenue
Class 1 – Residential	\$145,762,550	0.01053407	2.00%	\$ 1,535,783
Class 2 – Non-Residential	\$ 6,945,010	0.01904147	0.00%	\$ 132,797
Class 2 – Non-Residential Vacant	\$ 374,000	0.03526635	2.00%	\$ 13,190
Class 3 – Farmland	\$ 63,200	0.05047627	2.00%	\$ 3,757
Class 4 – Machinery & Equipment	\$ 45,080	0.01904147	0.00%	\$ 858
Class 1 – Annexed Residential	\$ 1,379,010	0.0038181	2.9%	\$ 5,265
Class 2 – Annexed – Non-Residential	\$ 42,530	0.0107694	2.9%	\$ 458
Class 3 – Annexed Farmland	\$ 99,100	0.0099201	2.9%	\$ 983
Class 4 – Annexed Machinery & Equipment	\$ 0	0.0107694	2.9%	\$ 0
TOTAL	\$154,710,480			\$1,693,091

*** Projected revenue considers that some properties will be levied at the minimums of \$300 or \$25.*

How does this affect the average assessed resident?

Assessment Class	Average Assessment Value	2022 Municipal Tax Levy	2023 Municipal Tax Levy	Increase
Class 1 – Residential	\$250,451	\$2,587	\$2,638	\$52/yr.
Class 2 – Non-Residential (NR)	\$315,682	\$6,011	\$6,011	\$0/yr.
Class 2 – NR Vacant	\$74,800	\$2,586	\$2,638	\$52/yr.
Class 3 – Farmland	\$10,533	\$521	\$532	\$10/yr.
Class 4 – Machinery & Equipment	\$45,080	\$858	\$858	\$0/yr.

Again, because of the increase in assessments, this third option brings in \$87,725 more in expected revenue than budgeted. Council could allocate this additional revenue to reserves to support funding strategies for operating or capital infrastructure requirements.

***Depending upon the assessment changes for specific residents and businesses, their municipal tax payable may increase or decrease.*

Things to Consider:

The Town's 10-year capital plan has \$5,953,200 of funds required to replace and repair aging infrastructure as well as necessary funding requirements for storm water management. Administration is working on a presentation to Council regarding operating and capital requirements and the potential funding strategies, which include long-term tax planning and reserves. This will be presented at the Special Meeting of Council on May 3rd.

Requisitions:

The province establishes the Alberta education requisition amounts, and these values are binding. The residential & farmland requisition is \$358,904 and the non-residential requisition is \$24,969.

The Seniors Housing requisition amount is determined and paid to Homeland Housing. For 2023, the amount is \$13,653.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

Administration and Council embody the responsible planning and management of our resources.

Priority # 3 Infrastructure

The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

2023 Operating and Capital Budget as well as the 2024-2026 Operating Plans and 2024-2033 Capital Plans.