

**Parks and Trails Committee
Agenda**

Date: February 10th, 2025

Time: 9:00 AM

Location: Bon Accord Town Office

Time	#	Item	Type	Who	Attach.
9:00 AM	1.	Call to Order		Chair	
	2.	Election of Chair	Approval	All	
	3.	Election of Vice Chair	Approval	All	
	4.	New Business A. Presentation B. Walking Trail Draft Map Review	Information	Town Manager	Presentation attached. Map to be provided at meeting.
	5.	Action Item Review	Approval	Town Manager	
	6.	Next Meeting--	Approval	All	
	7.	Adjournment	Approval	Chair	

**PARKS AND TRAILS COMMITTEE
FEBRUARY 10TH, 2025**

WELCOME!

MEETING AGENDA

1. INTRODUCTIONS
2. PURPOSE
3. OBJECTIVES
4. PROJECT PROCESS
5. COMMUNITY PARKS INVENTORY
6. PARK OPTIONS
7. WALKING TRAIL EXPANSION
OPTIONS
8. NEXT STEPS

The Committee shall act in an advisory role to Administration and Council subject to the general policies of the Town for matters pertaining to the planning and development of parks and trails infrastructure in the Town of Bon Accord.



PURPOSE

**KEY
OBJECTIVES**

Develop a Parks Infrastructure Plan including the addition of future amenities and playground equipment.



Develop a Trails Infrastructure Plan including routes showing connection to existing infrastructure and propose new trail infrastructure within the Town for Council consideration.



These plans should consider:

User perspective	Community connectivity	Accessibility	Public safety
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PROJECT PROCESS

Committee and Town Staff:

Based on input from the committee, administration will create the Parks and Trails Plans.

The Committee will approve these plans and recommend the proposed plans to Council for consideration.

Council:

Council may want to seek out further community engagement before final approval.

Once Council has approved the plans, the Town will then work on incorporating these plans into long term planning including funding strategies (grants or sponsorship), collaboration and partnership opportunities.

PARK INVENTORY



Centennial Park



Springbrook Park



Roseglen Park

CENTENNIAL PARK

Centennial Park:

- ✓ New play equipment (2023)
- ✓ Amphitheatre
- ✓ Benches
- ✓ Picnic Tables
- ✓ Limited space for new amenities



SPRINGBROOK PARK

- ✓ New play equipment installed in 2023
- ✓ Picnic table and bench
- ✓ Small toboggan hill
- ✓ Ample space for further development





ROSEGLEN PARK

- ✓ Existing playground and fitness equipment is in good condition (2015 install).
- ✓ Old playground equipment (playhouse/fort structure) removed in 2023
- ✓ Few older benches in the park
- ✓ Ample green space

POSSIBLE ADDITIONS

Playground Equipment for multiple ages and all abilities with consideration to different themes and colors

Gazebo to create community gathering spaces

Additional recreational areas such as basketball court or winter leisure skating and pond hockey area.

Trails within parks to facilitate access to playground areas and connect to local sidewalk or trail infrastructure.

Benches and picnic tables

Dark Sky complaint lighting

New signs

Additional Trails will require more snow removal and ice maintenance (sanding)

Crime prevention by environmental design

Benches and picnic tables will require repair or replacement (low maintenance options are best)

Additional waste/recycling containers and collection

Placement of new amenities should consider locations that facilitate not hinder grass mowing.

Noise from new amenities may impact nearby homes

Dark Sky complaint lighting

New recreational facilities will create added maintenance tasks for Town staff.

CONSIDERATIONS

LEGACY INTERPRETATIVE CENTRE

- Gazebo
- Picnic Tables
- Legacy Photos and information
- Garbage/waste receptacles

Use:

Family picnic area

Heritage Project





GAZEBO OPTIONS

- A second option for a family picnic area.
- Grills could be added for family BBQs

TRAILS WITH COMPLIANT DARK SKY LIGHTING

Both Roseglen and Springbrook Park have space to add trails around the perimeter of the park— linking to Town sidewalk infrastructure.



PLAY EQUIPMENT



wzbole.en.alibaba.com



OPTION: ADDITION OF A TRAIN PLAY STRUCTURE WITH HISTORICAL SIGNAGE IN EITHER ROSEGLEN OR SPRINGBROOK PARK

A close-up, low-angle shot of a person's feet as they hike on a trail. The person is wearing dark brown hiking shoes with red accents on the soles and laces. They are also wearing light blue socks and dark brown leggings. The trail is composed of small, grey rocks and is surrounded by dry, golden-brown grass. The background shows a blurred, hilly landscape under a bright sky.

WALKING
TRAILS
INVENTORY

POSSIBLE WALKING TRAIL ADDITIONS

- ✓ Wetlands Area
- ✓ Springbrook Park
- ✓ Roseglen Park
- ✓ Other: Reference Draft Walking Trail Potential Expansion Opportunities Map (to be provided at the meeting).





NEXT STEPS

- Review of Action Items
- Schedule Next Meeting
- Adjournment

**TOWN OF BON ACCORD
BYLAW 2024-06
PARKS AND TRAILS COMMITTEE BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE PARKS AND TRAILS COMMITTEE AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, the Municipal Government Act and amendments thereto, provide for the establishment of Council committees by bylaw;

AND WHEREAS, the Town's Parks and Trails Infrastructure is permanent and provides significant quality of life and value for the community;

AND WHEREAS, Council has deemed it desirable to provide for a committee to advise Council on the development of Parks and Trail Infrastructure;

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

1. TITLE

This bylaw will be cited as the Parks and Trails Committee Bylaw of the Town of Bon Accord.

2. DEFINITIONS

- 2.1. "Administration" means the Manager and Town Manager.
- 2.2. "Chair or Chairperson" means the person presiding at the meeting.
- 2.3. "Committee" means the Parks and Trails Committee.
- 2.4. "Committee Members" means members of the Committee appointed by Council.
- 2.5. "Council" means the elected governing body of the Town.
- 2.6. "County" means Sturgeon County.
- 2.7. "Manager" means the Town's Infrastructure Manager or designate.
- 2.8. "Organizational Meeting" means a meeting of Council held in accordance with section 192 of the Municipal Government Act.
- 2.9. "Parks Infrastructure" includes but is not limited to playground equipment, sports equipment, benches, picnic tables, or park grills.
- 2.10. "Trail Infrastructure" means pathways, multi-use trails and widened sidewalks.
- 2.11. "Town" means the Town of Bon Accord.
- 2.12. "Town Manager" means the Town's Chief Administrative Officer or designate.

TOWN OF BON ACCORD
BYLAW 2024-06
PARKS AND TRAILS COMMITTEE BYLAW

2.13. "Vice Chairperson" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

3. PURPOSE

The Committee shall act in an advisory role to Administration and Council subject to the general policies of the Town, for matters pertaining to the planning and development of Parks and Trails Infrastructure in the Town of Bon Accord.

4. MANDATE, ACCOUNTABILITY AND DUTIES:

4.1. The mandate of the Committee is to:

4.1.1 Develop a Trails Infrastructure Plan including routes showing connection to existing infrastructure and propose new trail Infrastructure within the Town for Council consideration.

4.1.2. Develop a Parks Infrastructure Plan including the addition of future amenities and playground equipment.

4.1.3. The Parks and Trails Infrastructure Plans should contemplate user perspective, community connectivity, accessibility and safety of the public accessing parks and trails.

4.2. Accountability and Duties:

4.2.2. The Committee's actions shall be accountable to Council.

4.2.3. The Council representatives shall report to Council regarding Committee meetings as needed.

4.2.4. The Town Manager and Manager will report updates to Council as needed.

4.2.5. Once complete, the Parks and Trails Infrastructure Plans will be presented to Council for consideration by Administration and Committee representatives as approved by the Committee.

5. MEMBERSHIP

5.1. The Committee shall consist of up to nine (9) members to be appointed by resolution of Council.

5.2. Membership shall include:

5.2.1. Two (2) members of Council who shall be appointed annually at the Organizational Meeting of Council.

5.2.2. No less than five (5) and up to seven (7) members of the community at large.

**TOWN OF BON ACCORD
BYLAW 2024-06
PARKS AND TRAILS COMMITTEE BYLAW**

5.2.3 Within the five (5) to seven (7) members of the community at large Council shall endeavor to appoint one (1) youth representative residing within the Town of Bon Accord or County between 14 to 18 years of age and attending Junior or Senior High School.

5.3. The Town Manager and department Manager shall attend all Committee meetings as Administration representatives and shall act in an advisory and supporting role to the Committee without voting privilege.

5.4. When making appointments to the Committee, Council will consider representation from both the Town and County.

5.5. Committee Members shall not be employees of the Town or County.

5.6. Committee Members (excluding Administration representatives) are voting members.

6. TERMS OF OFFICE

6.1. Council member appointments shall be determined by the Council at their annual Organizational Meeting.

6.2. The term of office of the remaining community appointments shall be until such time as the Committee mandate is fulfilled and/or the Committee is dissolved by Council.

6.3. Membership shall be subject to review by Council at Council's discretion.

6.4. Council, by resolution, may dissolve the Committee at any time, and this relieves all Committee Members of their appointment to the Committee.

7. RESIGNATIONS AND TERMINATIONS

7.1. Any Committee Member may resign from the Committee at any time upon sending written notice to Council through the Town Manager.

7.2. Council may remove a Committee Member by Council resolution.

8. OFFICERS

8.1. The Committee shall elect a Chairperson from its membership at the first Committee meeting following the annual Organizational Meeting of Council. The Chairperson shall not be a member of Council or the Town Manager or Manager.

8.2. The Committee shall elect a Vice Chairperson from its membership at the first Committee meeting following the annual Organizational Meeting of Council. The Vice Chairperson shall not be a member of Council or the Manager.

9. MEETINGS

TOWN OF BON ACCORD
BYLAW 2024-06
PARKS AND TRAILS COMMITTEE BYLAW

- 9.1. The Committee shall hold as many meetings as necessary to fulfill its mandate.
- 9.2. The quorum of the Committee shall be a majority of Committee Members.
- 9.3. Committee meetings shall be open to the public.
- 9.4. All Committee Members including the Chairperson shall vote on all motions before the Committee and in the event of a tie, the motion shall be lost.
- 9.5. Committee Members having a direct pecuniary interest in any item under discussion by the Committee are exempt from clause 9.4 and must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- 9.6. Minutes shall be taken of all meetings by the Town Manager. A copy of such minutes shall be signed by the Chairperson and the Town Manager and shall be filed at the Town office.
- 9.7. All correspondence and records of the Committee shall be filed in the Town office.
- 9.8. Except where it may conflict with this bylaw, the Committee shall adhere to the Town's Procedural Bylaw for Committee procedures.

10. BUDGETS AND FINANCE

- 10.1. Funds for the Parks and Trails Committee are kept in a designated reserve fund, in which all expenditures and revenues shall be accounted for by Town administrative procedures.
- 10.2. All financial decisions, including the budget, shall remain solely at the discretion of Council.

11. LIMITATIONS OF POWER

- 11.1. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee nor any Committee Member have any power to authorize any expenditure to be charged against the Town.
- 11.2. No Committee Member shall institute any program unless the program is approved by the Committee.
- 11.3. Except when appointed to communicate a decision of the Committee, no Committee Member shall issue or report any order, direction, or instruction to any member of Town staff.
- 11.4. It is acknowledged that the normal day-to-day operations and activities will be administered by the Manager under the direction of the Town Manager.

TOWN OF BON ACCORD
BYLAW 2024-06
PARKS AND TRAILS COMMITTEE BYLAW

12. SEVERABILITY

12.1. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

13. COMING INTO FORCE

This Bylaw comes into full force and effect upon the day it receives third and final reading.

READ A FIRST TIME THIS 7th day of May 2024.

READ A SECOND TIME THIS 18th day of June 2024.

READ A THIRD TIME THIS 18th day of June 2024.

SIGNED AND PASSED THIS 18th day of June 2024.

ORIGINAL SIGNED

Mayor Brian Holden

ORIGINAL SIGNED

Chief Administrative Officer Jodi Brown