

**MEETING OF THE WHOLE AGENDA
SUMMER VILLAGE OF HALF MOON BAY
JANUARY 19, 2021 @ 9:30 A.M.**

A. CALL TO ORDER

- B. AGENDA**
- additions/deletions
 - adoption

C. ITEMS FOR DISCUSSION

1. Wastewater - Internal Collection System
2. 10 Year Capital Plan
3. WW Phase 3 - Transfer Site Acquisition
4. Warbler Close Trail System Extension
5. Emergency Access Shoreline
6. EOS Pathway Improvements
7. Storm Water System Upgrade & Life Extension
8. Volunteer Process

D. ADJOURNMENT

HMB Committee of the Whole Agenda

January 19, 2020

Discussion Items

Item 1. Waste Water - Internal Collection System

Discussion: identify potential funding of project ; 15 minutes

Background:

There are funding many options to consider. Some questions to consider in determining how to fund the System:

- Does HMB utilize short-term debt or have Residents pay upfront?
- Does HMB complete work on private property in an efficient and cost effective way?
- Does HMB finance private property work and recover through Utility Fees?
- When should HMB start work on Borrowing and Utility Fee bylaws?
- How much should be left in the WW Reserve fund at the end of the project for future issues?
- Residents will likely still have other costs – electrical wiring upgrades, potential tank upgrades.

Option 1.

HMB Waste Water System - 2022 Construction Phase		
	Option 1	includes the use of LGFF
<u>Expenses</u>	(\$000)	
Internal Collection System	975	2020 OPC Construction Estimate (Opinion of Probable Cost) from Final Design
Grinder Pumps	189	HMB to purchase for consistency (est. 63 lots x \$3K)
Private Property Work	<u>247</u>	2020 OPC + Admin & Contingency - pipe & fittings from main line to tank
	1,411	
<u>Revenues</u>	(\$000)	
MSI Grant 2017 - 2021	386	Government of Alberta (GOA) grant forecast
FGT Grant - up to 2020	38	Government of Alberta grant - there is an option to use future years
LGFF Grant 2022	69	Government of Alberta grant forecast
Short Term Debt	202	maximum allowable debt without GOA approval; future LGFF pays off debt
Land Sale	0	land in-kind donation reduces HMB SLRWWC costs
HMB WW Reserve	464	includes 2020-2022 transfers; forecast \$0K in Reserve at project completion
HMB Residents	<u>252</u>	need decision - up front or long term debt (est. 63 lots x \$4K)
	1,411	

Alternative Option without LGFF funding

HMB Waste Water System - 2022 Construction Phase		
	Option 2	without LGFF
<u>Expenses</u>	(\$000)	
Internal Collection System	975	2020 OPC Construction Estimate (Opinion of Probable Cost) from Final Design
Grinder Pumps	189	HMB to purchase for consistency (est. 63 lots x \$3K)
Private Property Work	<u>247</u>	2020 OPC + Admin & Contingency - pipe & fittings from main line to tank
	1,411	
<u>Revenues</u>	(\$000)	
MSI Grant 2017 - 2021	386	Government of Alberta (GOA) grant forecast
FGT Grant - up to 2020	38	Government of Alberta grant - there is an option to use future years
LGFF Grant 2022	0	Government of Alberta grant forecast
Short Term Debt	0	no LGFF therefore no debt
Land Sale	115	funds from sale of 2 acres to SLRWWC
HMB WW Reserve	431	forecast \$33K in Reserve at project completion
HMB Residents	<u>441</u>	\$7K/lot for grinder pumps and private property work
	1,411	

NOTES		
Total Project Costs \$1,506K; includes all design & construction work		
Overall, 53% of project covered with GOA grants, remaining covered by Residents (WW Reserve & Out of Pocket)		
Residents to cover additional costs to install & connect pumps, provide electrical supply to pump (240V, 30A) and alarm.		
Residents may require a main electrical panel upgrade.		
All septic tanks need to be inspected before grinder pump is installed, this ensures the integrity of the tank		
If a Resident's tank fails inspection, the estimated cost for them to replace the tank is \$7K to \$10K		
Short Term Debt paid off with future LGFF grants and paid off in 4 years		
There is an option to have longer term debt with a Borrowing Bylaw approved by the Government		
Long Term debt could be used to cover Resident's portion of cost and recovered thru Utility Rates or LGFF (some risk)		

Item 2. 10 Year Capital Plan

Discussion: discuss the need for update ; 10 minutes

Background:

- There have been some changes to the Capital Plan since it was first introduced in 2018.
- Changes were made to manage Grant funding and shifts in priorities.
- Should the website be updated?
- There were three projects added to the 10 year plan to ensure HMB met the MSI requirements; identified as “new” in the below table. One project from 2021 was brought forward and one project from 2020 was deferred to 2021 due to resource constraints and to allow for scope enhancements.

HMB 10 Year Capital Project Plan	(\$000)	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Buoy System	11	X										
HMB Bulletin Board	6	X										
HMB Entrance Signs	37	X										
West Beach Recreation Development	71	X										
Waste Water - Phase 1 - Conceptual Design	24	X										
Warbler Close Pathway (new)	110		X									
Emergency Access Shoreline	35		X									
EOS Reforestation - Forest Management Plan	13		X									
Waste Water - Phase 2 - Collection System Final Design	71		X									
Waste Water - Phase 3 - Land Acquisition (new)	115		X									
EOS Pathway Improvements - East Reserve Trail System	20			X								
Storm Water Drainage System Upgrade & Life Extension (new)	TBD			X								
Waste Water - Phase 3 - Collection System Construction	975				X							
Waste Water - Phase 4 - Private Property System	417				X							
Replant Spruce along RR21	20					X						
Shoreline Pathway Improvements	30							X				
HMB Drive Resurface	130									X		
HMB Drive Pathway (addn rocks)	25										X	
EOS - East Reserve Play Area	65											X
Note: planned project year reflects use of available government grants and HMB Reserves so there is no impact on property taxes due to capital projects												
2019 forecast												

The table below shows how grant funds are utilized on capital projects.

- MSI funds can only be carried forward for 6 years and if not used could be reclaimed by GOA.
- The table does not include Federal Gas Tax grants.
- The 10 yr. Capital Plan was developed with resident input and with no impact on property taxes.

10Yr Capital Plan - Grants & Expenditures			Deferred Revenue	MSI & BMTG combined										Local Government Fiscal Framework (LGFF)											
Project Completion			Grant Yr	2007 to (.5)2013	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029				
			Grant (\$K)	310	38	89	87	86	85	93	73	83	81	69	69	69	69	69	69	69	69				
Original Plan	Capital Project	HMB Est. (\$000)																						Funds to complete	
N/A	Projects - pre2019 (\$122,646)	123	-123																						0
2019	Recreation Area Buoy System	14	-11																					Actual	
2019	HMB Entrance Signs & Bulletin Board	50	-43																					Actual	
2019	West Beach Recreation Design & Development	92	-71																					Actual	
2019	Waste Water Phase 1 - Conceptual Design	40	-24																					Actual	
2020	Emergency Access Shoreline & Property Markers	35				-10	-19	-6																0	
2020	Forest Management Plan Study	25				-12																		13	
New	Warbler Close Pathway	90	-38	-38	-17		-17																	-20	
2021	Waste Water Phase 2 - Final Design	107			-72																			35	
New	Waste Water Phase 3 - Site Acquisition	115				-65	-50																	0	
New	Storm Water Drainage System Assessment	20						-12																8	
2020	EOS Pathway Improvements - East Reserve	20						-10																10	
New	Storm Water Drainage System Upgrade & Life Extension	TBD						FGT																	
2022	Waste Water Phase 4 - Construction	975						-56	-93	-73	-83	-81	-69	-49	-52	-51	-50						318		
2022	Waste Water Phase 5 - Grinder Pump Purchase	189											0									189			
2022	Waste Water Phase 6 - Private Property System	247											0									247			
2021	Replant Spruce along RR21	20												-20								0			
2021	Shoreline Pathway Improvements	30													-17	-13						0			
2023	HMB Drive Resurface (reserve \$46K)	130														-5	-19	-69	-37				0		
2021	HMB Drive Pathway (addn rocks)	25																	-25				0		
2021	EOS - East Reserve Play Area	65																		-65			0		
	Unspent Grants		0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	7	4					

Item 3. WW Phase 3 - Transfer Site Acquisition

Discussion: discuss 2021 project scope; 5 minutes

Background:

- HMB is waiting for subdivision approval from Lacombe County
- The purchase of 2 acres from Belterra Land Company for a future Lift Station will complete in Feb 2021.
- If there are any remaining project funds, HMB should consider creating the 50 foot treed buffer between the actual Lift Station site and west property boundary as committed to in the purchase agreement; planting smaller trees early could save money.
- Another option is to install a barbed wire style fence to identify the west property boundary.

Item 4. Warbler Close Trail System Extension

Discussion: discuss 2021 project scope; 5 minutes

Background: Work to complete in 2021

- Fence construction along pathway (\$15K)
- Pathway covering and final grading (\$3K) after installation of West Beach hut electrical feed.
- Landscaping (\$2K)

Item 5. Emergency Access Shoreline

Discussion: discuss 2021 project scope; 5 minutes

Background: Work to complete in 2021

- Tree removal along shoreline will begin at the end of January; Triangle Construction; max \$20K.
- The first phase of tree removal will be from 35 Lakeview to the west end of the village.
- Stump grinding and soil remediation will occur in May or June depending on weather; \$5K.

Item 6. EOS Pathway Improvements

Discussion: discuss 2021 project scope; 20 minutes

Background: The September Council meeting included an agenda item on this topic.

East Reserve Trail System Upgrade (new title) - estimated cost \$30K (potentially \$10K MSP and \$20K MSI);
(replaces old title - EOS Pathway Improvements - 2021 CapEx Plan \$20K)

Work to be contemplated and discussed:

- new stairs and handrails from trail system down to beach (alternative is a gently sloped earthen ramp instead of stairs),
- replacement of wood dock walkway leading from stairs to beach (earthen ramp or similar construction complete with culvert if required),
- replacement of wood dock walkway at EOS Reserve end of pathway from Lakeview Road (earthen ramp or similar construction and includes proper culvert for runoff),
- upgrades to the trail that include grading and stump removal to minimize tripping hazards, and
- replacement of trail system covering (bark mulch or other solutions such as gravel or asphalt crush).

Next steps: define project scope, identify timeline, create RFQ or single source with a contractor already familiar with HMB standards and expectations.

Item 7. Storm Water System Upgrade & Life Extension

Discussion: review draft Stantec report & discuss priorities; 30 minutes

Background: Does this report drive a 2021 capital project? What are the priorities? Is funding available?

Stantec Consulting Ltd. (Stantec) was retained by The Summer Village of Half Moon Bay to complete a desktop analysis to establish an overall Stormwater Drainage Assessment for the existing development of Summer Village of Half Moon Bay.

This report was prepared to provide an assessment of the stormwater drainage and the drainage issues that have been identified at the summer village of Half Moon Bay. Of all the issues outlined in this report, the majority of the drainage problems can be mitigated through ditch regrading work in order to create positive drainage and provide a more defined swale cross section. Drainage problems or ponding issues have been identified via on-site review and meeting or analysis of the existing elevations.

The following sections will take a closer look at each area and identify the drainage issues, and outline recommendations to alleviate or correct these issues.

2.1 AREA A

Two areas of concern have been identified within Area A highlighted on Figure 3.0. It has been noted that ponding has been occurring at location A-1, especially during snow melt, and this is causing water to spill over into private property. In addition to this, a low spot has been identified in the north side ditch of Half Moon Bay Drive next to lot 12 blk 5, which likely further compounds this issue.

The second issue identified, A-2, is in Warbler Close, where drainage is directed through a series of culverts and ditches towards the middle of the cul-de-sac, however there is not a consistent grade as well there is not a clearly defined ditch on the north side. A low point is identified in the north ditch in front of lot 4 blk 5 and in the south ditch in front of lot 15 blk 5. A crushed culvert was also noted at the approach for lot 1 blk 5.

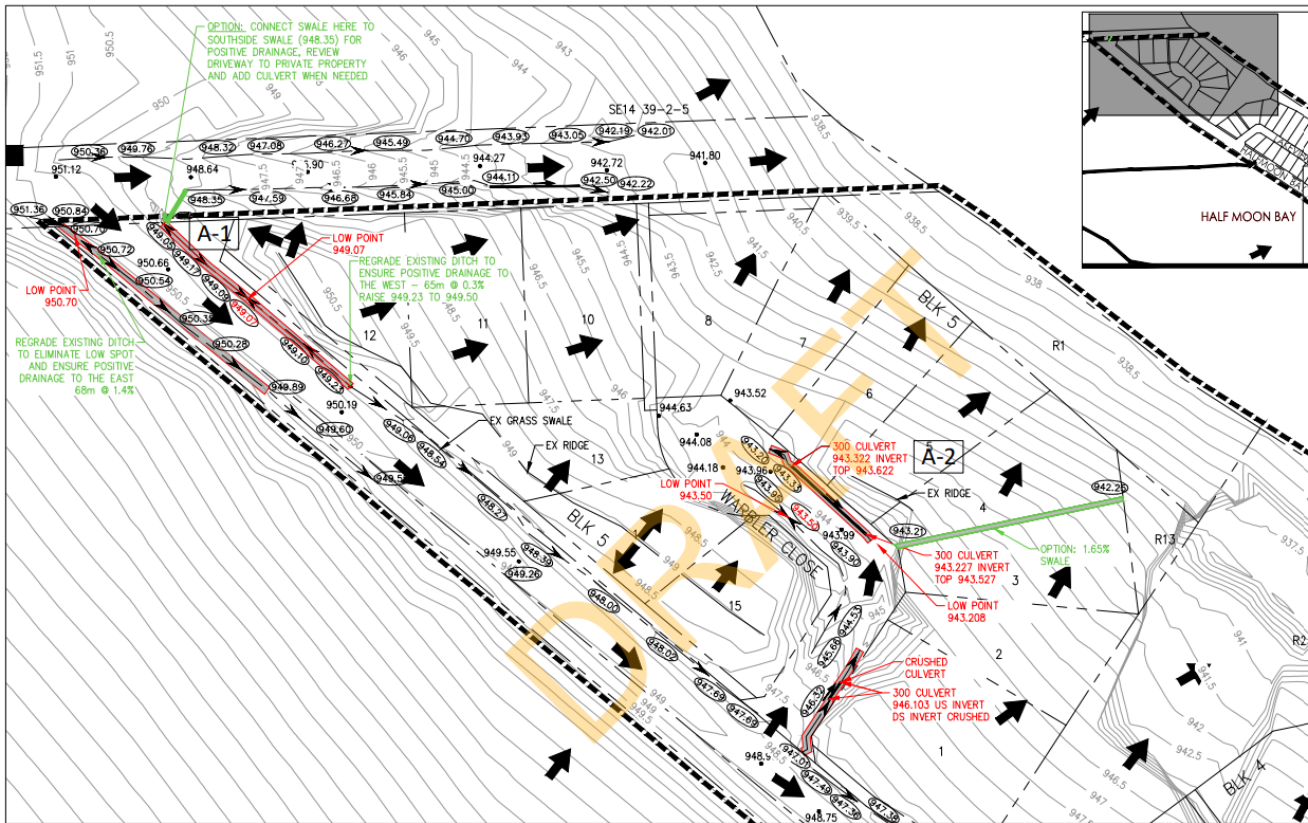
Recommendations:

Figure 3.0 details the above-mentioned drainage issues and highlights the potential remediation options.

Location A-1 will require ditch regrading on the north side of the road to raise the identified ditch elevation of 949.23 to 949.50 to create a high spot, thus creating positive drainage to the west. On the south side of the road, a low point of 950.70 is identified and the south ditch will need to be regraded here as well to maintain positive drainage to the east. The south side ditch at this location appears to be 0.15m depth in some spots, which may be a contributing factor to additional drainage filling up and crossing the road to the north. By regrading the south ditch, drainage coming from the fields to the south will be intercepted and directed to the east. It is recommended that the existing 300mm diameter culvert be checked for blockages at the corner of lot 12 blk 5 to ensure functionality. We do not anticipate that culvert upsizing will be required based on the small contributing area.

For location A-2, the contributing drainage area in Warbler Close is not large, and it is likely that the water naturally finds its way between lots 4 and 5 towards Sylvan Lake. If significant ponding or drainage issues have not been reported here, this area is not likely a cause for concern. However, if ponding issues have been reported, one option is to create swale near the shared property line of lots 3 and 4 blk 5 to direct water from the low point towards Sylvan Lake.

Figure 3.0 - Area A map



2.2 AREA B

Three areas of concerns have been identified in Area B highlighted in Figure 4.0. The grade difference between the east and west end of Lakeview Road is very small, therefore multiple local low spots are present along the edge of Lakeview Road. The locations are labelled B-1, B-2 and B-3 on Figure 4.0. The topographic survey of the ditch and edge of road has been reviewed to identify these locations and determine possible solutions. The issue is that these lots fronting Sylvan lake have a high spot, or ridge, running parallel to the road and this could potentially cause problems for the water to naturally make its way to the lake.

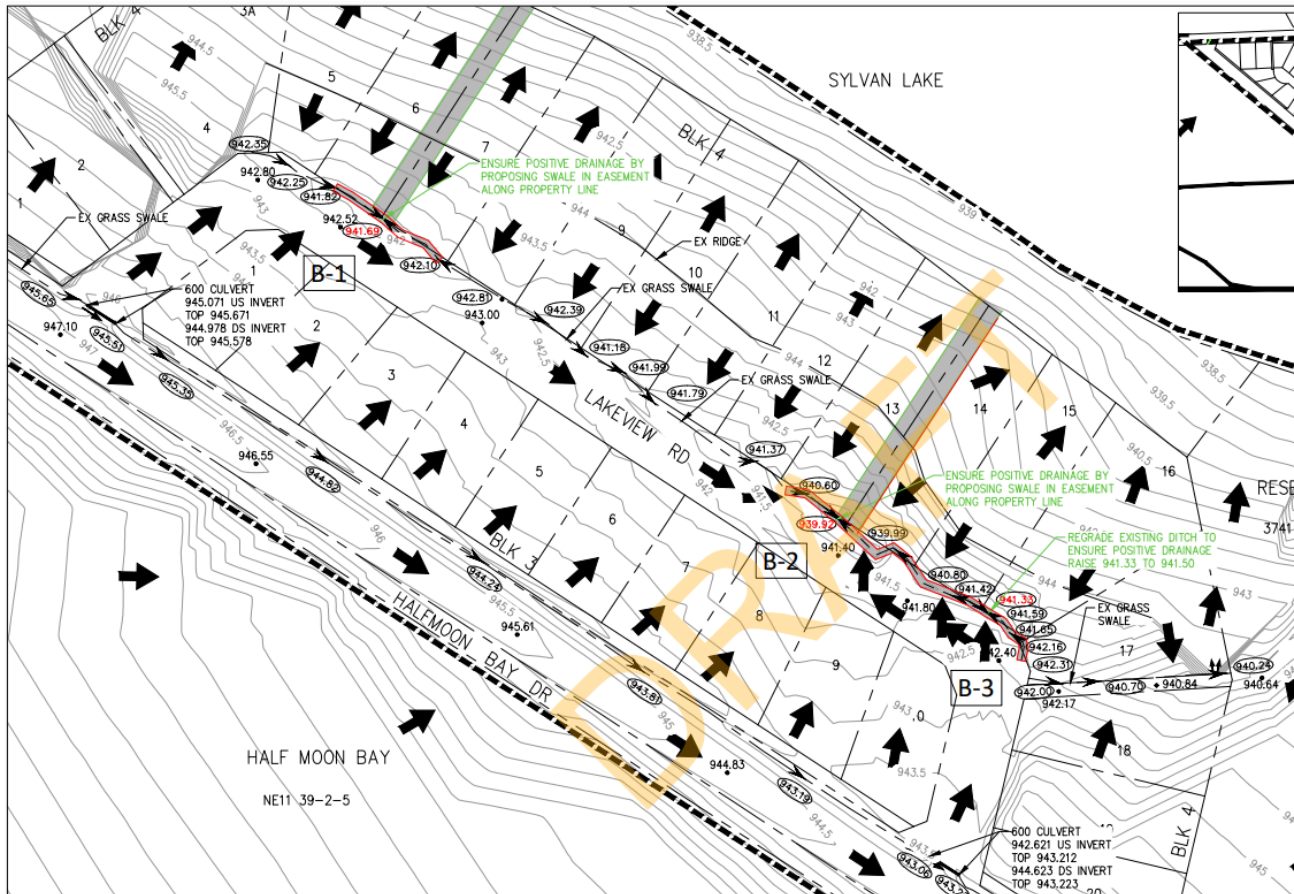
Recommendations:

Since the east-west longitudinal grade is so small, the recommendation is to create drainage swales at locations B-1 and B-2 through the respective lots towards Sylvan Lake. Due to the ridge that is present, these swales

would have to cut through the ridges to maintain positive drainage. However, similar to the recommendations in Area A, if no major ponding issues have been reported here, these may not be areas for concern.

Location B-3 has also been identified as a low spot, but it is recommended that minor regrading be undertaken in the ditch at this corner of Lakeview Road to direct water flow to the west towards location B-2.

Figure 4.0 – Area B map



2.3 AREA C

Three areas of concern have been identified in Area C highlighted in Figure 5.0. Location C-1 is a similar situation identified in Area B. The major drainage issue that has been identified in this area is location C-2 and C-3, which are somewhat related to each other. Due to the localized low spots in the ditch and flat grades currently, ponding and flooding on the road has been reported.

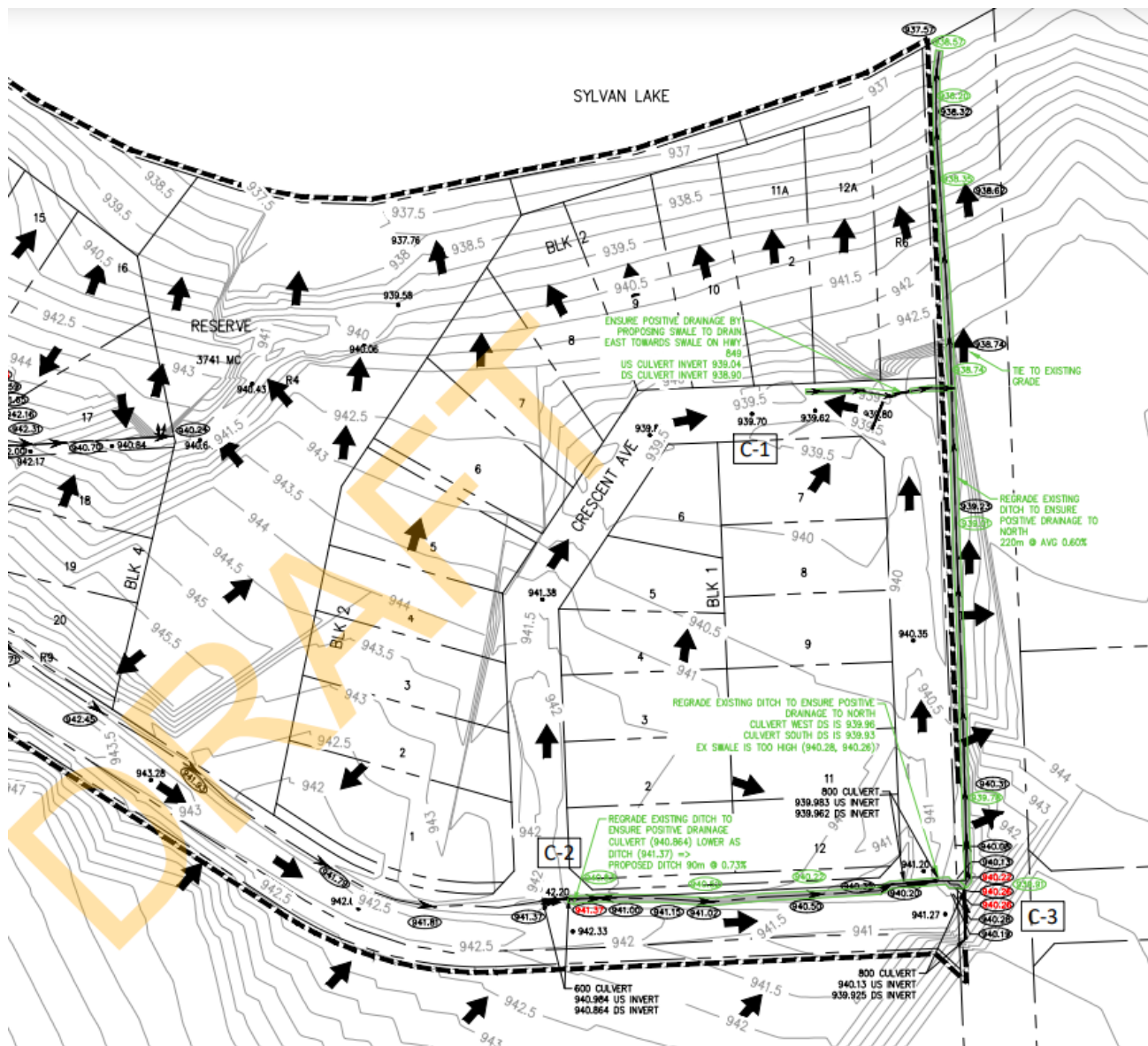
Recommendations:

It is recommended that the north side of Crescent Ave be regraded to direct flow to the existing culvert and tie in a swale to the newly proposed swale on RR 21. The slope of the existing culvert should be sufficient to carry the flow to the east towards RR 21. The existing culvert at this location crossing Crescent Ave in a north-south

direction is noted to have essentially no slope, however this area could be monitored as the grade downstream of this culvert should allow the water to eventually drain and not cause significant ponding issues.

Locations C-2 and C-3 are recommended to be regraded as shown in Figure 5.0, including approximately 220m of RR 21 to the north, so the problem areas at locations C-2 and C-3 maintain positive drainage. Figure 5.0 highlights the existing ditch grades in black and new proposed ditch grades in green. Comparing these grades, the depths of cuts required will be anywhere from 0.1m to 0.5m in the worst case. By completing the regrading, the existing culvert inverts can be utilized to avoid the need to replace culverts and costly road repairs. It should also be noted that an existing gas line is located in the north ditch of Half Moon Bay Drive, and any regrading work near or above this gas line would require notification of the gas company and potentially hydrovac locates and adjusting the ditch alignment as required to avoid conflict.

Figure 5.0 – Area C map



3.0 CONCLUSION

This report was prepared to provide an assessment of the stormwater drainage and the drainage issues that have been identified at the summer village of Half Moon Bay. Of all the issues outlined in this report, the majority of the drainage problems can be mitigated through ditch regrading work in order to create positive drainage and provide a more defined swale cross section. Another important point to mention is that existing culverts should be checked for blockages and maintained as required to ensure full functionality, especially during spring thaw when ice can easily cause a blockage.

Item 8. Volunteer Process

Discussion: review/edit document; 30 minutes

Background: Volunteering Process was discussed at the December Council meeting. Mike was to provide some edits for consideration. Those edits/suggestions are included here in red for discussion.

Volunteering Process

Step 1: Check to see that volunteer positions are available **or have volunteers self-identify work that could be completed by volunteer(s).** The Summer Village of Half Moon Bay will post when volunteer positions are available on their webpage located at: <http://www.sylvansummervillages.ca/half-moon-bay.html>

Step 2: Volunteer Acknowledgement Form

A Community & Volunteer Acknowledgement Form must be filled out and signed for **each ~~all~~ volunteer position(s) and unique work activity.** **A single signed form can cover a repetitive work activity over a 12 month period.**

You can return your completed form along with a copy of your Driver's License to:

The Volunteer Supervisor, who will forward a copy to the Summer Village Administration Office

Or the Summer Village Administration Office at Bay 8, 14 Thevenaz Industrial Trail, Sylvan Lake, AB, T4S 2J5

Or you can scan and email your form to: information@sylvansummervillages.ca

Or fax it to (403) 887-2822

Step 3: Interview

A volunteer interview will be conducted **by the Volunteer Supervisor or Summer Village Administration** in order to get to know more about the applicant and to assess suitability for the position they've applied for **or the work to be completed.**

Step 4: New Volunteer Training

The Summer Village of Half Moon Bay will provide any necessary training and orientation **for ~~of~~ the ~~v~~volunteer ~~P~~project/work activity.** After volunteers attend this training **and orientation**, they will be eligible **to complete the project or work activity. ~~for the applied position.~~**

Step 5: Background Check

Depending on the **~~v~~ volunteer ~~P~~position**, we may require volunteers to undergo a criminal background check.

Step 6: Confidentiality and Code of Conduct Sign-Off

The Summer Village of Half Moon Bay requires that all volunteers read and understand the 3 points to the Code of Conduct and sign-off on it. This is in place to further protect both the **~~C~~ community and the ~~v~~volunteer.** You will receive copies of these at your volunteer training.

Step 7: Placement

Once all the steps have been completed, volunteers will be placed in their volunteer position, which reports to the Volunteer Supervisor.

NOTE: the following is another document that volunteers must read and acknowledge

Summer Village of Half Moon Bay - Basic Volunteer Orientation Summary

Introduction to Volunteer Services:

- The Volunteer Supervisor manages the applications, interview, training, hours tracking, reference letters and paper files for volunteers. There will always be a ~~non-site~~ volunteer supervisor ~~at the project site~~ that will ~~directly~~ support ~~and supervise~~ the volunteers during their ~~work shift~~.

Important Guidelines when volunteering:

- Depending on the type of work to be completed, volunteers need to sign in and out for every shift.
- ~~Volunteers need to wear assigned volunteer identification.~~
- Inform ~~a staff member~~ the Volunteer Supervisor or Summer Village Administration if you are injured, witness an emergency, have a concern or are unclear of any procedures or policies.
- Volunteers are expected to keep track of, and submit, their own volunteer hours ~~to the Volunteer Supervisor~~.
- Volunteers should inform their Volunteer Supervisor as soon as possible if they are unable to attend their assigned shift ~~or complete their work~~.

Occupational Health and Safety:

The Summer Village of Half Moon Bay is committed to providing a safe, healthy and injury free environment, a place where everyone feels valued, appreciated and out of harm's way. All volunteers must follow health and safety procedures and protocols ~~for their shift~~.

As a volunteer, you must:

- Identify and report any workplace hazards.
- Report any injuries or near misses to staff for documentation.
- Refuse unsafe work; ask for help if unsure how to complete a task.
- ~~Sign in and out for your volunteer shift.~~
- Wear required PPE appropriately.
- Report emergencies to your Volunteer Supervisor immediately. In addition:
 1. Report the incident to the nearest staff who will begin implementing emergency procedures.
 2. Follow instructions of Volunteer Supervisor and assist if comfortable.
 3. Be familiar with the evacuation plan and muster points.
 4. Assist with documenting the incident.

Potential emergencies include fire, medical, severe weather, missing child, water submersion etc.

Common Hazards for Volunteers:

1. Trips, slips and falls: Please watch where you are walking at all times.
2. Lifting heavy objects or straining muscles: Please work at your own pace.
3. Environmental hazards: Watch for severe weather conditions, come prepared to volunteer outside.

NOTE: The position of Volunteer Supervisor has not been defined. The definition should allow for volunteers to take on this position once they have been properly trained and approved for such a position. This would minimize the workload on Summer Village Administration and provide the flexibility that residents would like to have when completing volunteer tasks and work.