

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
FEBRUARY 4, 2019 @ 2:00 P.M.**

A. CALL TO ORDER

B. AGENDA - adoption

C. ITEMS

- 1) Accounts Payable Report
- 2) Municipal Leaders Caucus
- 3) Rural Municipalities of Alberta Conference
- 4) West Beach
- 5) Wastewater Conceptual

D. ADJOURNMENT

Summer Village of Half Moon Bay

Administration and Finance

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 6,922.55

The following list identifies any payments over \$2,500:

1. Summer Village of Norglenwold \$2,887.95
 - a. Shared Costs

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date
2019-01-31 9:29 AM

Summer Village of Half Moon Bay
List of Accounts for Approval
As of 2019-01-31
Batch: 2018-00155 to 2019-00009

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
363	2019-01-11	Assoc of Summer Villages 2019DUES	ASVA Membership-2019	900.00	900.00
364	2019-01-11	Parkland Regional Library 190237	QUARTERLY REQ PAYMENT	90.96	90.96
365	2019-01-11	Wild Rose Assessment Service 7364	Assessment Fees	735.00	735.00
366	2019-01-28	AB Urban Municipalities Assoc. 20190038	AUMA Membership	913.77	913.77
367	2019-01-28	Brian Dyrland 098521	garbage services	281.40	281.40
EFT:					
38	2019-01-03	Summer Village Jarvis Bay 2018-00077	SHARED COSTS	24.62	24.62
39	2019-01-03	Summer Village of Norglenwold 2018-00377 2018-00381	SHARED DEVELOPMENT SHARED COSTS	570.50 2,317.45	2,887.95
40	2019-01-21	Al's Bobcat & Trucking 16110	plowing	673.05	673.05
Other:					
11101-Man	2019-01-11	Workflow Automation Systems 946	Village Wifi	415.80	415.80
				Total for MAIN:	6,922.55

Certified Correct This January 31, 2019

Mayor

Administrator

Summer Village of Half Moon Bay

Council and Legislation

Request for Decision

Agenda Item: *Municipal Leaders Caucus*

Background:

Administration has received information about the upcoming Municipal Leaders Caucus (formerly known as the Mayors' Caucus) being held at the Edmonton Conference Centre in Edmonton March 27 & 28. The caucus is open to all mayors, council members and CAOs.

Mayor Hiscock has been registered. Councillor Pashak has also expressed interest in attending.

Options for Consideration:

The cost to attend is \$165 plus accommodations.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

Summer Village of Half Moon Bay

Council and Legislation

Request for Decision

Agenda Item: *RMA Convention*

Background:

Councillor Pashak has identified the RMA Conference (March 18 - March 20) as one he would like to attend in 2019. The reasons for attending include a great networking opportunity with Provincial Leaders to work on funding for the wastewater line and corresponding debt limit increase, along with possible opportunities to discuss available grants such as the Canada Infrastructure Grants.

The cost for this conference would be 635.00 registration, along with hotels and travel. Funding for this conference could come from the conference travel budget, council education opportunities and councillor travel and subsistence.

Options for Consideration:

1. Approve Councillor Pashak attending the conference
2. Accept request for consideration for 2020 operating budget
3. Accept as information.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

Summer Village of Half Moon Bay

Council and Legislation

Request for Decision

Agenda Item: *West Beach Recreational Area*

Background:

History of the RFP process:

- Conceptual Design and Cost Estimation RFP was created and approved with changes by HMB Council; 07jan19.
- Web based research identified 12 possible companies and further research narrowed it to 4 Alberta based companies whose websites indicated that they had completed similar work as identified in the RFP.
- The four companies were contacted to confirm their ability to complete the work identified in the RFP. One of the four did not return phone calls and was eliminated from the process; Binnie Consulting.
- The three remaining companies were all issued the RFP on Friday, January 11; O2 Planning + Design Inc., Stantec, Urban Systems.
- Two of the three reviewed the RFP and responded that they did not have the resources to complete the work at this time; O2 Planning + Design Inc., Urban Systems.
- Stantec submitted a response to the RFP on Friday, January 25 in compliance with the terms of the RFP.
- The Stantec RFP was reviewed by Phyllis and Mike on Monday, January 28 and a decision was made to bring the proposal forward to HMB Council for review and approval.

RFP Proposal – Summary:

Stantec:

The Stantec proposal met all of the criteria in the RFP and, of special note, was the only company in the process that had a Red Deer office.

The Stantec team that will be working on this project has extensive experience working with small communities, creating gathering space, managing construction

near water bodies, conceptual and detailed landscape architecture, stakeholder/public engagement, and project management. Members of the team have completed numerous projects throughout Alberta including the Town of Sylvan Lake, City of Red Deer, Town of Blackfalds, City of Lacombe, Town of Penhold, and many other centres.

The Stantec team will be led by Gail Wiens, LAT, Project Management and Landscape Architecture. She will serve as lead designer and guide the project team through completion. Gail will also act as the main point of contact for HMB. Gail is a Landscape Architectural Technologist with 20 years of experience.

Scope of Work:

West Beach Recreational Area will provide amenities for day use by the residents of HMB by incorporating key components: a picnic shelter, a storage shed, two sets of stairs that lead down the escarpment, an earthen ramp that allows for a variety of beach access, and a completed pathway system throughout the EOS. The conceptual design work will include plan views and artistic renderings of the area and structures. The West Beach Recreational Area may be completed in phases; as such, each phase of the project will be prioritized and costed separately. The conceptual design estimate will provide a preliminary estimate for each component of the project.

- Preferred construction materials and methods will be identified for each of the project components
- Stantec will make recommendations of best practices for development in order to ensure that codes, laws and regulations can be adhered to through detailed design and construction.
- Design alternatives will be provided for the picnic shelter and storage shed.
- The pathway system is already in existence and needs minor work to complete while the stairs require a complete removal and redesign.
- The earthen ramp alignment will be laid out in order to best accommodate the necessary access and work with existing grades.
- Cost estimation for each of the 5 project components (4 should the shelter and shed be combined) including construction costs along with projected costs for final design and engineering, project management and contingencies.
- Presentation of final design package to be used for future public open houses and visualization.
- Upon completion of conceptual design and cost estimation, Stantec will present the artistic renderings to HMB Council to convey the design ideas and address any questions.

Timeline of Work:

The conceptual design and cost estimate will be completed and submitted by April 3, 2019.

- Conceptual Design March 8, 2019
- Cost Estimation March 22, 2019
- Final Submission April 3, 2019
- Council Presentation April 15, 2019

Cost of Work:

Part A - Conceptual Design	\$ 8,400
Part B - Cost Estimation	\$ 2,400
Part C - Council Presentation	\$ 1,200
Total Proposed Fees (GST and 8% disbursements not included)	\$ 12 ,000

Options for Consideration:

1. Approve costs and apply for grant funding
2. Hold item for updating in 2020
3. Accept as information

Administrative Recommendations:

Approve costs and apply for any applicable grant funding and add to 2019 Capital Budget with any municipal portions coming from reserves.

Summer Village of Half Moon Bay

Council and Legislation

Request for Decision

Agenda Item: *Conceptual Design - Internal Wastewater Collection System*

Background:

At the last meeting Council requested Administration obtain an updated quote from Stantec for the completion of a conceptual design for the internal wastewater collection system.

We have received the quote with the following components:

Project Management and Conceptual Design

- Project Management
 - Project Management
 - Project Initiation Meeting
 - Review Meeting
 - Presentation to Council
- Conceptual Design Services
 - Data Collection
 - Background Information
 - Base Plan Preparation
 - Hydraulic Analysis
 - Regional Connection Planning
 - Opinion of Probable Cost
 - Preliminary Design Report

The proposed schedule for completion of work would start early February with completion anticipated for April 29, 2019 with presentation to Council for April 15, 2019. Anticipated costs at \$28,050.00, noting that should Council request a topographical survey additional costs of \$8,000.00 would be necessary.

Options for Consideration:

1. Approve costs and apply for grant funding
2. Hold item for updating in 2020
3. Accept as information

Administrative Recommendations:

Approve costs and apply for any applicable grant funding and add to 2019 Capital Budget with any municipal portions coming from reserves.