

**MEETING OF THE WHOLE AGENDA
SUMMER VILLAGE OF HALF MOON BAY
FEBRUARY 12, 2021 @ 10:00 A.M.**

A. CALL TO ORDER

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

C. ITEMS FOR DISCUSSION

1. Storm Water System Upgrade & Life Extension
2. Sylvan Lake Regional Wastewater Commission
3. Volunteer Process
4. Pathway Maintenance Policy
5. Winter Newsletter or Townhall Zoom

D. ADJOURNMENT

HMB Committee of the Whole Agenda

February 12, 2020

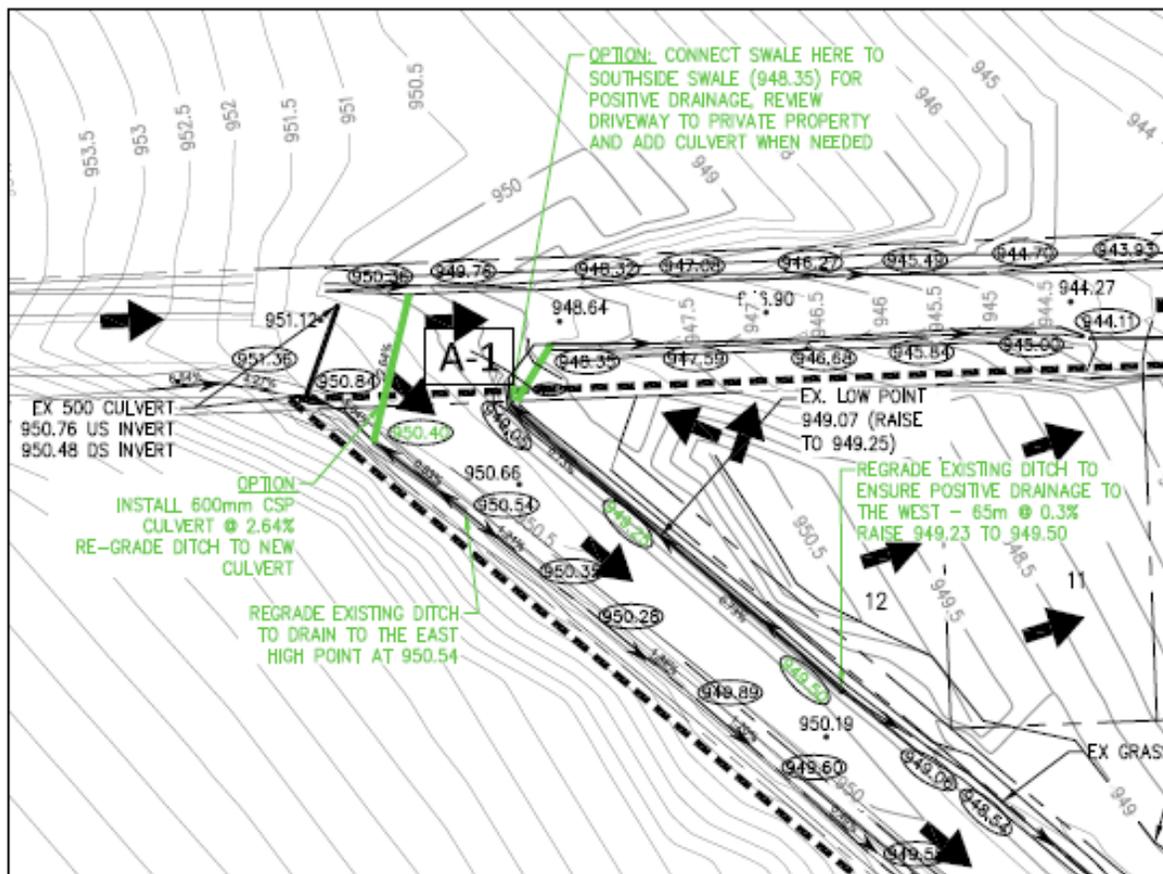
Discussion Items

Item 1. Storm Water System Upgrade & Life Extension – 15 minutes

Discussion: Updated and Final Report

Background: Final report was delivered on January 28, 2021. The report included additional solutions to consider for areas A1 and C1. This is an information item as Council has already provided direction to Administration on Jan 25, 2021; HMC-21-013 MOVED that Administration get estimates for remediation work in areas A1, C1, C2 and C3 and bring back to Council for discussion. CARRIED

A1 (addition) - One option for remediation in this area is to install a new 600mm diameter culvert crossing Township Rd 392 with a low enough invert (950.40) to not only accept drainage from the field but also to gain additional depth in the ditch compared to the road to help eliminate water spilling over the road. A high point will be created in the south ditch indicated on Drawing 3.0 at 950.54, and drainage to the west of this high point will be carried west along the south side of Half Moon Bay Drive. (Note: determine if the high point can be moved further east to collect more field drainage.)



Item 2. Sylvan Lake Regional Waste Water Commission

Discussion: Identify Key Messages for SLRWWC; 30 minutes

Background: In January 2020, HMB Council created a document that provided background on the HMB Waste Water System identifying what HMB would like to see done and the timeline for getting it done.

HMB Background Document

The intensity of use on and around the Lake continues to increase. Lake water quality remains a major concern for users and residents. The surface and subsurface drainage of untreated or poorly treated wastewater from private facilities into the Lake is identified as one of the factors impacting Lake water quality. There is a significant environmental motivation to developing systems which seek to divert this drainage to disposal in proper treatment facilities.

The Summer Village of Half Moon Bay will continue to evolve from a seasonal to a more permanent nature. There is the potential for more intensive redevelopment of existing lots. As such, the development of centralized collection and treatment facilities is a more appropriate approach for wastewater management in the future.

With major funding from the Government of Alberta Water for Life Program, the Municipalities around the lake joined together to form the Sylvan Lake Regional Wastewater Commission (SLRWWC) in 2010. The Commission has moved forward with the planning and staged development of a wastewater system that provides for the transmission, treatment and disposal of wastewater generated from present and future development within the Lake Area. The Central Alberta Regional Wastewater System was first developed at a conceptual level in 2006 and the SLRWWC is one of the three legs of the overall system.

HMB Waste Water Vision (what do we want)

- To eliminate the use of septic fields as a method of Waste Water treatment.
- To develop a Waste Water system that collects waste water from each residence and transports it to a centralized collection point for disposal of waste water.
- To have a Waste Water system that is aligned with the HMB Municipal Development Plan (MDP) that will protect and improve the water quality of Sylvan Lake.
- To maximize the use of government grants and funding to build a Waste Water system.
- To minimize the operational cost to residents for waste water collection and treatment.

HMB Waste Water Timeline (when do we want it)

- Timing that ensures the optimal use of HMB's Government grants, especially the MSI program that ends in 2021. There is a replacement program for MSI; Local Government Fiscal Framework (LGFF). It has not been formally approved but the government has committed to it but likely at 75 per cent of current MSI grant funding.

- The HMB WW system should be operational in 2022. At a minimum, government grants should be secured and construction begins in 2022. Any delay in this timeline and the project will likely be impacted by the 2023 provincial election.
- This timing aligns with the SLRWWC business plan. Excerpt from the 2019 SLRWWC Business Plan (page 39), “For the purposes of this Plan, its financial model and rate calculations, the remainder of the South Shore Line is proposed for construction in 2020 - 2021 with operation beginning in 2022.” Estimated cost for South Shore Line is \$7.7M (page 52)

HMB Waste Water Design Requirements

- WW system must be simple to operate for both the municipality and residents.
- A robust WW system that incorporates proven technology and minimizes annual maintenance.
- A WW system that has sufficient redundancy if the system is inoperative or out of commission for short periods of time.
- The WW system should include design features that prevent or mitigate unsafe operation in the case of a system or equipment failure.

HMB Internal Waste Water Project Funding

	(\$M)
MSI Infrastructure Grants	0.8
HMB Reserves	0.4
HMB Residents (on property work)	<u>0.3</u>
Total Project Costs	1.5

What are the Key Messages from HMB to SLRWWC – items to be discussed and agreed on by Council

- ? HMB Internal Waste Water System design is complete.
- ? HMB is shovel ready for their portion of the project.
- ? HMB residents have shown their support for the project.
- ? The South Shore Line is the very last project necessary to fully complete the Central Alberta Regional Wastewater System from Olds to Lacombe and west to Sylvan Lake.
- ? HMB recognizes that the SLRWWC South Shore Line project (\$7.7M) cannot proceed without government grant funding.
- ? Delays past 2022 will have a financial impact on the funding of HMB’s Internal WW project; LGFF grant funding is less than MSI funding.
- ? A provincial election will occur in 2023, grant funding at risk if not secured by late 2022.

Questions for SLRWWC and the South Shore Line – items to be discussed and agreed on by Council

In the context of Key Messages above, here are questions to consider:

- How aware is the Government of Alberta that the South Shore Line is the last project that will fully complete the entire Central Alberta Regional Wastewater System; Olds to Lacombe and west to Sylvan Lake?
- Is the 2019 Business Plan for the South Shore Line to be operational in 2022 still current?
- If not, what is the new forecast for the South Shore Line to be operational?
- What factors drove the change in forecast?
- If there are project resource issues, what are some options to consider and can HMB help?
- When will SLRWWC apply for funding for the South Shore line?
- What types of grant funding is SLRWWC eligible for and applying for? Possible examples:
 - Water For Life program - funding is 90:10 and only available to regional commissions or groups of 2 or more municipalities.
 - Alberta Municipal Water/Wastewater Partnership - provides cost-shared funding to eligible municipalities to help build municipal facilities for water supply and treatment, and wastewater treatment and disposal.
 - Canada Infrastructure Program (ICIP) – this grant funding has been undersubscribed in the past.
- What advocacy efforts will SLRWWC engage in to push for funding?
- Has any advocacy work been done to secure grant funding?
- Is there anything HMB can do to help, i.e. talk to our local MLA, Ministers of Transportation, Minister of Alberta Environment and Parks, or Minister of Municipal Affairs?
- What is your opinion on where the SLRWWC South Shore Line fits, priority-wise, with Government of Alberta grant funding?
- Do you have any knowledge of what projects might be ahead of SLRWWC South Shore Line?
- What part does the Town of Eckville play in the success/completion of the South Shore Line project?

Item 3. Volunteer Process

Discussion: review and provide direction to Administration; 30 minutes

Background: The Community & Volunteer Acknowledgement Form and all volunteer process documents were created with legal input to ensure that HMB eliminated all risk and liability associated with volunteers completing work on behalf of the community.

At the June 17, 2019 Council meeting, Council adopted a policy that included a Community & Volunteer Acknowledgement Form for Volunteers who work in the Summer Village of Half Moon Bay. Administration was then asked to prepare a volunteer process to accompany the Form.

At the January 25, 2021 Council meeting, Council requested that all documents related to the Volunteer Process be included in the review as it is difficult to understand the intent of the Process document or how it fits with other documents when reviewed in isolation.

The intent of this review is to update documents so they better reflect HMB's history of volunteerism by considering the nature of the work to be completed by volunteers and how it is to be completed. Generally, volunteers do not work defined shifts and they do not attend a specific municipal building to complete their volunteer work. Volunteer work tends to be minor maintenance, landscaping, or other activities that volunteers might complete themselves in the normal operation and maintenance of their personal residence.

The following documents form the Volunteer Process, Orientation, and Volunteer Acknowledgement.

- 1) Basic Volunteer Orientation Summary
 - Introduction to Volunteer Services
 - Important Guidelines when volunteering:
 - Occupational Health and Safety:
 - Common Hazards for Volunteers:
- 2) Volunteering Process (steps 1-7)
- 3) Summer Village of Half Moon Bay Code of Conduct
 - Municipality Assets
 - Disclosure of Information
 - Personal Conduct
- 4) Volunteer Waiver Statement
- 5) Community Volunteer & Acknowledgement Form (Policy document & checklist)

1) Summer Village of Half Moon Bay - Basic Volunteer Orientation Summary

Introduction to Volunteer Services:

The Summer Village of Half Moon Bay (HMB) will strive, when appropriate, to utilize volunteers to complete tasks or work in the community. One of HMB's strengths is the willingness of residents to volunteer their time to the benefit of the community.

The Volunteer Supervisor plays an integral role in the volunteer process. This role manages and supports volunteers by ensuring required forms are completed and filed, volunteers are suitable for the work, and that volunteers are properly trained for the work they will be completing. 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. The Volunteer Supervisor may be Summer Village Administration staff member or an HMB resident that has been properly trained and approved for such a position. Allowing an HMB resident to fulfill this role would minimize the workload on Summer Village Administration and provide the flexibility that residents would like to have when completing volunteer tasks and work.

Important Guidelines when volunteering:

- Depending on the type of work to be completed, volunteers may 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~~ **volunteer or complete assigned 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 the **Volunteer Supervisor** for documentation.
- Refuse unsafe work; ask for help if unsure how to complete a task.
- **Ensure you have received proper orientation and training for the work to be completed.**
- ~~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 **any 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.

2) Volunteering Process

Step 1: Check to see what 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 available volunteer positions 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 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 staff** 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.

3) Summer Village of Half Moon Bay Code of Conduct:

The code of Conduct explains the expected rules of behaviours for staff and volunteers. It states values, provides guidance and recommends action so that all staff and volunteers know what is expected of them.

There are 3 points to the Code of Conduct that most affect volunteers in your position:

1. **Municipality Assets:** you may not borrow or utilize any municipality owned material for personal use.
2. **Disclosure of Information:** Please keep all confidential information about staff and residents private. You are not to share information with the public or media (includes social media). If you're not sure what is allowed, please ask your Volunteer Supervisor.
3. **Personal Conduct:** Please be respectful, polite and mature with all residents, staff and volunteers. The Summer Village of Half Moon Bay has a **Respectful Workplace Policy** which promotes a work environment free from discrimination and harassment and all volunteers are expected to comply with this policy.

4) Volunteer Waiver Statement – Please read carefully! This statement affects your legal rights! When you signed the Volunteer Acknowledgement Form, you checked off a box that says you read and agree with the following statements:

- I understand and accept the risks of my volunteer position: I understand that there is an inherent risk of injury to me, which may occur during the course of my volunteer activities with the Summer Village of Half Moon Bay as a result of my activities, the activities of other persons, or the conditions under which I will be volunteering.
- I understand that in volunteering with the Summer Village of Half Moon Bay, I am donating my time and services without expectation of monetary compensation and agree that I will not be considered an employee of the Summer Village of Half Moon Bay.
- I am also aware and understand that while volunteering for the Summer Village of Half Moon Bay, I will be covered by the Workers Compensation Board in the event of being injured during the course of volunteer activities and that I will be required to follow the Workers Compensation Board procedures to make a claim for benefits as defined by the Workers Compensation Act.
- I agree to assume the risk of injury or harm and release the Summer Village of Half Moon Bay, its officers, directors, employees, and other Summer Village volunteers from all liability for injury, illness, death, or property damage arising from my work as a Volunteer. I hereby release and forever discharge and agree to indemnify and hold harmless the Summer Village of Half Moon Bay from any and all claims, liabilities, losses, damages, costs and expenses resulting from injury or death of any person or any property damage that may arise out of my work as Volunteer. I understand that this release discharges the above entities from any liability that may result during my volunteer work.



Policy Title	Date:	Resolution No.
Community & Volunteer Acknowledgement Form	June 17, 2019	1096/19

Purpose:

The following is an acknowledgement by you, the Community Volunteer and the Summer Village of Half Moon Bay.

As a Community Volunteer (please Initial):

	Volunteer Acknowledgement	Initials
1	I will follow the roles and responsibilities as outlined for my position as described by the volunteer supervisor.	
2	I have read the Basic Volunteer Orientation Summary (attached to this form).	
3	I will disclose any information regarding criminal charges or criminal activity that may affect my criminal record to my volunteer supervisor.	
4	I will attend any/all mandatory training sessions.	
5	I will maintain a high commitment to my personal health and safety and that of fellow volunteers, staff and members of the community and I will immediately report any incidents, concerns and/or accidents to my volunteer supervisor.	
6	I will accurately record my volunteer hours and submit them to my volunteer supervisor .	
7	I have read and will behave in accordance with the Summer Village of Half Moon Bay entire Code of Conduct (and excerpt of which is attached to this form).	
8	I have read, and I understand and accept, the Volunteer Waiver Statement (attached to this form)s.	
9	I will be respectful to staff, community members and fellow volunteers at all times.	
10	I will be reliable, prompt and notify my volunteer supervisor if I am unable to complete my scheduled shift.	
11	I will be receptive to constructive direction from my volunteer supervisor.	
12	I will not receive monetary compensation for my volunteer services or time.	
13	I will not be considered an employee of Summer Village of Half Moon Bay.	
14	I will submit a copy of my drivers license to the Summer Village of Half Moon Bay for insurance and WCB purposes.	

Summer Village of Half Moon Bay:

1. We will provide training as necessary and support to you as a Volunteer.
2. We will ensure adequate supervision is in place and provide constructive direction to you.
3. We will respect the skills, dignity, and individual needs of the Volunteer, and adjust to accommodate individual requirements whenever possible.
4. We will be receptive to feedback from you as a Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
5. We will maintain our commitment to the health and safety of all volunteers, staff and community members and conduct ourselves accordingly.

This information is being collected under the Authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and may be used for the administration of Summer Village of Half Moon Bay Volunteer programs. Your personal information is protected by the privacy provisions of FOIP. If you have any questions about the collection, use and disclosure of your personal information, contact the Summer Village of Half Moon Bay's CAO.

Volunteer (Please Print)	Summer Village of Half Moon Bay Volunteer Supervisor. (Please Print)
Signature	Signature
Date	Date

Item 4. Pathway Maintenance Policy (new)

Discussion: discuss the new policy and provide direction; 30 minutes

Background: Trail/Pathway System Policy (new)

The attached policy is a good start to understanding what standards, service levels and costs are appropriate for HMB. Items to consider:

- Are width of pathways appropriate
- Are all pathways identified – Aspen Place, Primrose Lane
- Should the path that parallels Half Moon Bay Drive be included in this policy
- Should the municipal reserve that parallels the lakeshore be addressed in this policy, even if it is to state that nothing is required.
- Do all pathways need maintenance and coverings, some pathways are specific to residents
- Is the schedule for resurfacing appropriate
- Scope of vegetation management on pathways
- What program/policy should address the removal of Dead, Decadent, or Dangerous trees,
- Pathway coverings; examples include mulch, gravel, or crushed concrete. Lots of options to consider. What is the most cost effective? What do Residents want and how is Public Consultation on coverings done.
- Is Trail System a more appropriate name as it aligns with infrastructure funding.
- Does Council need cost estimates before finalizing service levels and policy.

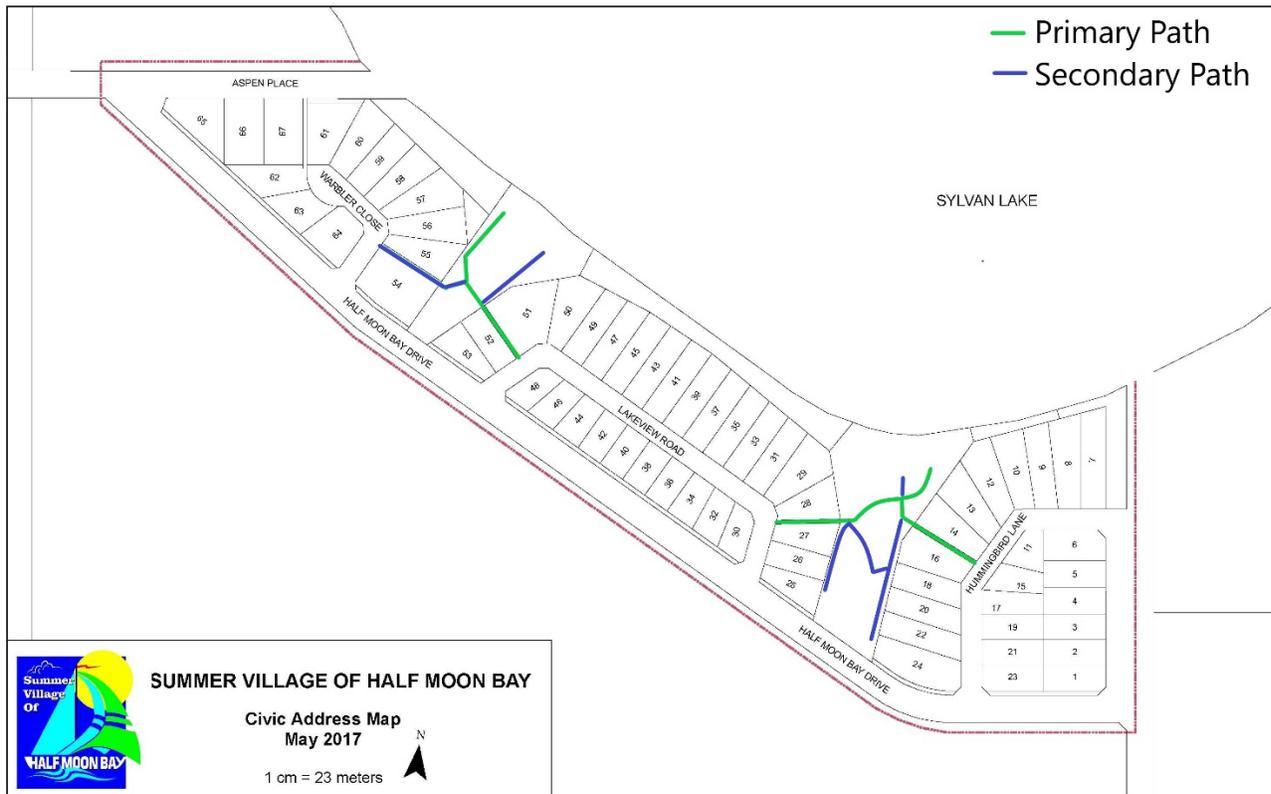


Policy Title	Date:	Resolution No.
Pathway Maintenance Policy	January 25, 2021	/21

Purpose and Scope:

The purpose of this policy is to provide guidance on the maintenance of pathways in the Summer Village of Half Moon Bay to ensure that paths are functional and pleasing to the eye.

Pathways within the Summer Village of Half Moon Bay are identified as primary or secondary as outlined in the map below. This path network is made up of approximately 340 linear meters of Primary paths and 290 linear meters of Secondary paths.



Specific Procedures:

Trimming – All foliage will be trimmed back from the edge of paths to allow for golf cart access through primary paths and comfortable foot travel on secondary paths. Foliage on the edges of paths will be trimmed to maintain at minimum the following widths:

Primary Paths – 1.3 meters wide

Secondary Paths – 1 meter wide

Resurfacing – Municipal pathways will be resurfaced with mulch by a contractor approved by the Summer Village Administration. Mulch will be applied roughly 80mm thick across the width of the pathway. Mulch will be applied as follows:

Primary Paths – Every 2 years starting in 2022

Secondary Paths – Every 4 years starting in 2022

The Summer Village of Halfmoon Bay will ensure that paths are free of any tripping hazards or any type of material that might hinder the usage of pathways.

Mayor

Administrator

Item 5. Winter Newsletter or Townhall Zoom

Discussion: discuss benefits of both approaches and possible topics; 15 minutes

Background: Residents appreciate being informed and having the opportunity to provide input on HMB activities. Does Council have to choose one form of communication over the other. Could each be used to ensure all residents get the information and for those that would like additional information from Council or the ability to provide feedback, they could participate in a Townhall.

Newsletter allows resident to be informed of HMB activities.

- Can inform all residents.
- Provides information in a format that can be consumed on their schedule.
- Might be difficult to provide in-depth information.
- Does not allow for immediate feedback or consultation.
- Does not test for concerns or understanding.

Townhall allows residents to participate in real-time and provide feedback on topics discussed.

- May only communicate with a small group of residents.
- Residents may not have the technology to participate.
- May limit the topics covered.
- Allows for a more detailed presentation on a topic.
- Do you need feedback on all topics?
- How do you ensure everyone has a chance to provide their comments/feedback?