

**ALBERTA BEACH COUNCIL**  
**ROUND TABLE MEETING**  
**BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS**  
**AND BEING HELD ELECTRONICALLY VIA ZOOM**  
**TUESDAY, AUGUST 8, 2023 AT 3:30 P.M.**

**AGENDA**

- P. 2-4 1. Council Open House
- P. 5 2. Alberta Beach Dog Tags for SVSP & SVVQ Residents
- P. 6-7 3. RV'S Parked on Vacant Parcels
- P. 8-9 4. Policy Review – General Village Policy G.1.7 Media Relations Policy
- P. 10-11 5. Policy Review – General Village Policy G.2.6 Social Media Policy
- 6.
- 7.
- 8.
- 9.
- 10.



**aboffice@albertabeach.com**

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**From:** aboffice@albertabeach.com  
**Sent:** August 4, 2023 12:32 PM  
**To:** office@sunsetpoint.ca; 'cao@valquentin.ca'  
**Subject:** Re: Council Open House

Hi Matt & Marlene,

Alberta Beach Council will be holding an Open House on Saturday, September 9, 2023, between 9:00 A.M. and noon at the Alberta Beach Agliplex. The purpose of the Open House is to invite our residents to have coffee with Council, to answer any questions they may have, and to hear their suggestions and concerns.

Council is also inviting the local community groups and local boards & associations to attend, to set up a table to respond to any questions as well to promote their associations. Alberta Beach administration and patrol staff will be in attendance as well as our development officer. We will invite Alberta Environment to attend to answer any environmental questions or concerns.

The Open House will begin with brief opening remarks from Council(s), to welcome the residents, and to invite them to have a coffee and circulate among the Councillors and associations.

Alberta Beach Council would like to invite the Summer Villages of Sunset Point and Val Quentin to attend and participate in the Open House. This would be an opportune time to answer any questions our residents have regarding joint tri-village initiatives including information on the water feasibility study.

Please let us know whether your council would like to participate as we can put together a Tri-village invitation.

If you have any questions or suggestions, please let me know.

Thank you,

Kathy Skwarchuk,  
CAO  
Alberta Beach  
Box 278  
Alberta Beach, AB  
TOE OAO  
Phone: 780-924-3181  
Fax: 780-924-3313  
[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

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August 4, 2023

**To: Local Community Groups, Boards and Associations**

**Re: Council Open House – Invitation**

Alberta Beach Council will be holding an Open House on Saturday, September 9, 2023 between 9:00 A.M. and noon at the Alberta Beach Agliplex. The purpose of the Open House is to invite our residents to have coffee with Council, to answer any questions they may have, and to hear their suggestions and concerns. The Council of the Summer Villages of Sunset Point and Val Quentin have also been invited to participate in the Open House.

Alberta Beach Council would like to invite the local Community Groups, local Boards and Associations to attend and participate in the Open House. This would be an opportune time to promote your association or answer any questions our residents have regarding your group, possibly recruit for additional volunteers.

Alberta Beach administration and patrol staff will be in attendance as well as our development officer. We will invite Alberta Environment to attend to answer any environmental questions or concerns.

The Open House will begin with brief opening remarks from Council, to welcome the residents, and to invite them to have a coffee and circulate among the Councillors and associations.

Please let us know whether your association is interested in participating.

If you have any questions or suggestions please let me know.

Sincerely,

Kathy Skwarchuk,  
CAO

Council Open House  
Saturday, Sept 9, 2023  
9:00 A.M. to Noon  
Being held at  
Alberta Beach Agliplex

Invite:

Summer Village of Sunset Point  
Summer Village of Val Quentin  
MLA, Shane Getson  
Administration Staff  
Patrol Staff  
Development Officer Paul Hanlan  
DEM Janice Christiansen  
RCMP  
Alberta Environment  
A.B. Ag Society  
Beachwave Park  
A.B. Lion's Club  
A.B. Community League  
A.B. Museum  
A.B. Seniors Club/50+ Club  
A.B. Snowmobile Club  
A.B. Library  
A.B. Fire Dept.  
AHS  
LILSA  
NSWA  
LSA East End Bus  
LSA FCSS Programs  
Community Futures Yellowhead East  
TVRSSC  
WILD Water Commission  
SVSP ACP Grant – Regional Trail Master Plan

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**aboffice@albertabeach.com**

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**From:** Marlene Walsh <  
**Sent:** July 24, 2023 7:45 AM  
**To:** Alberta Beach Village Office  
**Subject:** Fwd: Just a couple of things :)

Good Morning Kathy

Just sharing this email with you for consideration - please let me know if you would like to chat about how best to proceed with this recommendation.

Thanks  
Marlene

----- Forwarded message -----

**From:** **Kathy Dion** <[k.dion@valquentin.ca](mailto:k.dion@valquentin.ca)>  
**Date:** Thu, Jul 20, 2023 at 5:23 PM  
**Subject:** Just a couple of things :)  
**To:** S.V. Val Quentin <[cao@valquentin.ca](mailto:cao@valquentin.ca)>

Hi Marlene,

At the picnic in the park the Peace Officer asked if we could encourage folks to register their dogs with Alberta Beach office. He said if they are registered when he picks a dog up at large he will return it to the property, if someone is home, rather than running it to the Parkland Pound. Doe that make sense? Wondering if we put something up on website and maybe in our next newsletter.

Kathy Dion  
Mayor  
Summer Village of Val Quentin  
[k.dion@valquentin.ca](mailto:k.dion@valquentin.ca)  
403-923-8694

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- p) The dwelling or garage in which a home occupation is located may have one fascia sign placed on the structure, providing that the sign does not exceed 0.4 m<sup>2</sup> (4.3 ft<sup>2</sup>) in area. No other signage will be permitted.

**4.20 BED AND BREAKFAST OPERATIONS**

In addition to all other provisions and requirements of Section 4.19 of this Bylaw, the following additional requirements shall apply to home based business in the form of bed and breakfast operations:

- a) Persons wishing to operate a bed and breakfast operation shall be required to apply for a development permit from Alberta Beach.
- b) A bed and breakfast operation shall be limited to residential land use districts and shall be contained entirely within the principal building.
- c) A bed and breakfast operation shall be limited to one meal provided on a daily basis to registered guests only with such meal being prepared in one common kitchen and served in one common room.
- d) In addition to the off-street parking requirements for the dwelling unit itself, as stipulated in Section 4.16(2) of this Bylaw, one (1) off-street parking space per rented guest room shall be required for a bed and breakfast operation.

**4.21 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS**

- 1. At no time may a recreational vehicle, holiday trailer, motor homes, camper or tent trailer be situated on a residential parcel unless that parcel is developed with a single family dwelling.
- 2. Notwithstanding subsection (1), a maximum of one (1) recreational vehicle, holiday trailer, motor homes, camper or tent trailer be situated and occupied on

an undeveloped residential parcel during periods of single family dwelling construction when approved by the development authority.

3. For the purpose of storage of the vehicle, a maximum of one (1) unoccupied recreational vehicle, holiday trailer, motor homes, camper or tent trailer may be situated on a residential parcel that is developed with a single family dwelling.
4. On a residential parcel that is developed with a single family dwelling, a maximum of one (1) recreational vehicle, holiday trailer, motor homes, camper or tent trailer may be situated and occupied on a residential parcel provided that it:
  - (i) is occupied for no longer than seventy-two (72) hours total within a thirty (30) day period, or extended periods as authorized by the Development Authority; and
  - (ii) is located within a required parking stall or on the site in a manner satisfactory to the Development Authority.
5. For the purpose of this Land Use Bylaw Park Model Homes are not considered Recreational Vehicles.

#### **4.22 GENERAL SIGN REGULATIONS**

1. All placement of temporary signs shall require an approved Development Permit.
2. No sign of an advertising, directional or information, nature shall be erected on land or affixed to any exterior surface of any building or structure unless an application for this purpose has been approved by the Development Officer.
3. Signs shall comply with the setback requirements for principal buildings in the district in which the sign is located unless otherwise allowed by this Bylaw or the Development Officer.
4. In considering a development application for a sign the Development Officer shall have due regard for the amenities of the area and the design of the proposed sign.
5. No sign, other than one providing a public service and deemed appropriate by the Development Officer shall be permitted to locate on a public right of way or reserve.
6. No sign shall be illuminated unless the source of light is suitably shielded and does not interfere with vehicular traffic.

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ALBERTA BEACH  
**VILLAGE POLICIES**

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**Policy: G 1.7 MEDIA RELATIONS**

The Council should foster and maintain a professional and friendly relationship with the media to ensure that the interests are advanced. Information should be accurate; requests answered promptly, and should be such that the priorities of Council as a body are not compromised by individual members of Council issuing their message.

This does not limit a Council member from going to the media through their own agenda but they must ensure that the facts given are accurate and they shall also ensure that their name is given as the quotation and source of the information published.

**1. Spokesperson**

- a) The Mayor is the official spokesperson for the Council. When he or she is not available the Deputy Mayor will act as the official spokesperson.
- b) Should the information be on a special project or program headed by a Council member he or she will provide the details to the media after ensuring that all other members are made knowledgeable of the information to be released.

**2. Procedure**

- a) All media calls to the office are to be directed to the Chief Administrative Officer (CAO) or designate. If information only is required, the CAO will handle the request.
- b) Should the subject be a topic not yet before Council, the CAO will refer the media caller to the official spokesperson.

**3. Release of Documents**

Release of the following documents are guided under F.O.I.P. and the M.G.A.:

- a) On request, published documents such as Annual Reports, Resolutions Book. These may be released without the CAO authority by office staff.
- b) Adopted minutes, committee reports, policy papers and correspondence may not be released without the consent of the CAO.
- c) Sensitive material is only released at the discretion of the Mayor or alternate or the CAO upon approval of the majority of Council.

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**ALBERTA BEACH**  
**VILLAGE POLICIES**

**Policy: G.1.7 MEDIA RELATIONS CONT'D**

- d) When a staff member is in doubt, ask the CAO for input.

**4. News Release(s) and Press Conference(s)**

- a) All news releases should be directed to Council through the CAO.
- b) All news releases require the approval of the Mayor (for special project items) or by the Council on Joint issues.
- c) News releases should be prepared for all major announcements or activities of the Council which will directly affect or involve the rate payers.
- d) Press conferences will be arranged by the CAO at the request of the Mayor on approval of the majority of Council.
- e) Copies of all news releases are to be issued immediately to the members of Council prior to issuing to the media.

**5. Media Representation**

- a) Media representatives should be invited to any major village activity or function and to regular scheduled council events.
- b) Requests from the media at these functions shall be referred to the official spokesperson, unless they are requests for information only. Information requests shall be handled by the CAO, or in some cases the individual council member overseeing a project activity.

**6. Personal Contact**

- a) Should any member of Council or the CAO or staff be unaware of a specific issue or be asked about a specific or delicate matter, they will respond with a **no comment** to the subject, until directed to the contrary.

APPROVED:

MOTION:

REVIEWED BY COUNCIL:

**Policy: G.2.6. SOCIAL MEDIA POLICY**

**PURPOSE:**

The purpose of this policy is to establish the principles expected of all employees and Councillors when utilizing social media on behalf of Alberta Beach.

**POLICY STATEMENT:**

Alberta Beach values and encourages communications with its residents and businesses, and supports utilizing social media as an additional communication tool for information sharing and dialogue, and to achieve business goals and objectives.

**DEFINITIONS:**

“ Social Media” forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content ( Meridian Webster Dictionary) include but are not limited to: Facebook, Twitter, LinkedIn, FourSquare, MySpace.

**SCOPE:**

This policy covers all individuals working at all levels, including senior managers, officers, employees, trainees, part-time and fixed-term employees and Councillors. All staff and Council are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of Alberta Beach, our services and employees.

**MANAGEMENT RESPONSIBILITIES:**

Council is responsible for implementing, monitoring, and evaluating this policy.

**STANDARDS:**

**1. ESTABLISHING ALBERTA BEACH’S SOCIAL MEDIA PRESENCE**

- a. The development, implementation and usage of social media will be managed by the administration department and overseen by the C.A.O. and Alberta Beach Council.
- b. The Alberta Beach website will remain the primary web presence, social media sites will be used to enhance the Villages’ website.
- c. The administration department will have 2 municipal administration staff members with access to Alberta Beach social media channels.

**2. PARTICIPATION**

- a. The administration department will post information via the Village’s social media channels to ensure that messages are simple and engaging, and where appropriate, link the reader to the Village’s website for more information.
- b. Employees interested in engaging in social media on behalf of Alberta Beach must consult with the C.A.O. and outline the need and purpose.
- c. All employees, whether representing Alberta Beach via the Village’s social media outlets, or engaging in discussion on the Village’s social media outlets using their own personal social media accounts are expected to conduct themselves professionally.

### **3. VISUAL IDENTITY STANDARDS**

- a. Each social media site will include an introductory statement confirming it is maintained by Alberta Beach and have contact information displayed prominently.
- b. Each social media site will include an introductory statement confirming the purpose and scope of the site as well as posting guidelines (where appropriate).

### **4. GUIDELINES**

- a. The Village's social media sites will only be used:
  - i. for outgoing communication and information only;
  - ii. to promote Alberta Beach in a positive manner;
  - iii. to post information to residents and businesses as items arise; and
  - iv. to post photos from any event that has given signed authorization due to Freedom of Information and Protection of Privacy Act (F.O.I.P.).
- b. The Village's social media sites will **not** be used:
  - i. to post, upload, forward or post a link to chain mail, junk mail, cartoons, jokes or gossip;
  - ii. to post inflammatory comments, disparaging remarks, negative or inappropriate language or sexual innuendoes; and
  - iii. to promote any illegal or criminal activity.

**APPROVED: JUNE 17<sup>TH</sup>, 2014**

**MOTION: #099-14**

**REVIEWED BY COUNCIL:**

