

ALBERTA BEACH
COUNCIL ROUND TABLE MEETING
BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND BEING HELD FOR THE PUBLIC ELECTRONICALLY VIA ZOOM MEETING
MONDAY, FEBRUARY 14, 2021 AT 3:00 P.M.

AGENDA

1. Town of Onoway Challenge to Show Appreciation to 1st Responders
2. Council Electronic Device Policy (Draft)
3. Budget Items for Discussion
Council Training & Meeting Fees
Consumer Price Index 2021
4. Lease Opportunities
5. Grant Opportunities
Communities ChooseWell Healthy Community Grant
Scotts Canada Gro For Good Grants Initiative
Co-op Community Spaces Funding
6. Council Round Table Meeting Dates
7. Council Goals
- 8.
- 9.
- 10.

Reminders:

Submission of Campaign Disclosure/Financial Statement
Council Pictures for Website

TOWN OF ONOWAY CHALLENGE – FIRST RESPONDERS THANK YOU:

Motion #003-22

MOVED BY Councillor Weber that Council approve to purchase three individual banners for EMS, Police and Fire to show our appreciation and thank our first responders and further that the Summer Villages of Sunset Point and Val Quentin be invited to participate.

Councillor Elwood has offered to make the banners and is presently preparing them.

The Summer Villages of Sunset Point and Val Quentin have agreed to participate on the banners and have sent their logos.

Council is intending to get signatures on the banners throughout SnoMo Days.



Town of Onoway

Box 540, Onoway, AB T0E 1V0

December 6, 2021

Alberta Beach
4935 – 50 Avenue
P.O. 278
Alberta Beach, AB T0E 0A0

Attention: His Worship Bud Love

Dear Mayor Love:

Re: First Responders Thank You

Bud, our Council had a tribute banner printed up to express our residents and Council's sincere appreciation to Onoway Regional Fire Services for their dedicated service. Many Onoway residents signed the banner.

The Town of Onoway challenges other municipalities to Say It Forward and to show appreciation to those who serve as our first responders. We believe this is especially important during the pandemic.

I've enclosed a copy of the photo and ad that Onoway placed in the newspaper when I presented the banner, for your reference.

Yours truly,

Lenard Kwasny, Mayor
Town of Onoway

LK/dg

c.c. Council, Town of Onoway
Wendy Wildman, Chief Administrative Officer

COUNCIL ELECTRONIC DEVICES:

Motion #195-21

MOVED BY Councilor Durocher that Council approve the reimbursement to a maximum of \$750.00 per Councillor every four year term for the purchase of an electronic device to be used specifically for Council business with the funding to come from the 2021 or 2022 Council budget and further that administration draft a policy for the purchase and use of Council electronic devices.

POLICY: G.3.6 COUNCIL ELECTRONIC DEVICE POLICY

1. PURPOSE

- a) The purpose of the Council Electronic Device Policy is to provide Councillors with the resources to view digital information with respect to municipal matters. Alberta Beach views technology as being supportive to the business of municipal governance and in communication with the public, other Councillors, other organizations and the municipal administration. The policy is intended to guide the acquisition, use and responsibility, replacement, disposal and personal use of electronic devices required by Council members. In preparation of this policy, it is recognized that the anticipated useful life of a typical electronic device is approximately 4 (four) years as the device depreciates over time.

2. ACQUISITION PROCEDURE

- a) Alberta Beach shall provide reimbursement to each Council member for the purchase of an electronic device to be used for Council business to a maximum of \$750.00 (seven hundred and fifty dollars) for each Council 4 (four) year term of office; or the reimbursement shall be provided on a pro-rated basis of \$15.63 (fifteen dollars and sixty three cents) per month for the balance of the Council term of office.
- b) Council members shall be individually responsible to decide on the electronic device preferred; and the electronic device reimbursement may include device hardware, software or can be a combination of both to the maximum reimbursement in accordance with 2.a) above.
- c) Council members shall submit the purchase receipt(s) to administration for reimbursement of the electronic device, hardware, software or combination thereof or may submit a request to administration to purchase directly through the municipality.
- d) Alberta Beach shall reimburse Council members for antivirus protection for the electronic device to a maximum of \$100.00 annually. Council members shall submit the receipt to administration for reimbursement or may submit a request to administration to purchase the antivirus protection through the municipality.

3. USE AND RESPONSIBILITY

- a) Council members shall be responsible for the operation, care and maintenance of the electronic device.
- b) Council members shall take every reasonable precaution to secure the electronic device and its contents.
- c) Council members shall ensure their electronic device has antivirus protection.
- d) Council members shall use the electronic device for all Council business, email, for reference and viewing of the Council and/or committee meeting agenda and associated meeting packages.

**ALBERTA BEACH
VILLAGE POLICIES**

POLICY: G.3.6 COUNCIL ELECTRONIC DEVICE POLICY

- e) Council members shall use the electronic device in accordance with Policy G.3.2 Email and Internet Use Policy as well as all other Alberta Beach policies and bylaws.
- f) Records stored on the electronic device as it relates to the business of the municipality are covered by the *Freedom of Information and Protection of Privacy Act*.
- g) The electronic device is the property of Alberta Beach until or unless purchased by a Council member in accordance with section 4 of this policy, or disposed of in accordance with section 5 of this policy.

4. DEVICE REPLACEMENT

- a) Should a Council member lose the electronic device, the Council member will replace the device at their own cost.
- b) Should a Council member break an electronic device, the Council member will repair or replace the device at their cost.
- c) Should an electronic device become faulty due to manufacturer error, the Council member will arrange to have the electronic device repaired or replaced and any costs associated with the repair or replacement not covered by the manufacturer will be the responsibility of the Council member.
- d) Any expense incurred through the use of the electronic device is the responsibility of the Council member.

5. DEVICE DISPOSAL

- a) The useful life of the electronic devices is approximately 4 (four) years as the device depreciates over time. The depreciation on the electronic device shall be calculated on a monthly rate depending on the purchase price of the electronic device to a maximum depreciation of \$15.63 (fifteen dollars and sixty three cents) per month.
- b) Upon the completion of the Council 4 (four) year term of office the Council members shall be entitled to retain their electronic device for personal use, subject to all Council information being wiped clean and data removed from the device.
- c) Should a Council member resign from their position on Council before the term of office has expired, the electronic device shall be returned to Alberta Beach unless the Council member purchases the balance of the useful life remaining on the device calculated in accordance with section 5.a) above and subject to all Council information being wiped clean and data removed from the device.

6. PERSONAL USE

- a) Electronic devices are tools for Council members to conduct municipal business and shall not be permitted to be used by others.
- b) Electronic devices may be used for personal business, however are subject to FOIP (*Freedom of Information and Protection of Privacy Act*), the Council Code of Conduct

**ALBERTA BEACH
VILLAGE POLICIES**

POLICY: G.3.6 COUNCIL ELECTRONIC DEVICE POLICY

Bylaw as well as all Alberta Beach bylaws and policies and shall not be used for any illegal or unlawful purposes.

7. POLICY REVIEW

- a) This policy shall be reviewed every four (4) years or as needed.
- b) Any change to this policy shall be at the discretion of Council.

DEPARTMENT: COUNCIL

ADOPTED AND APPROVED BY COUNCIL: _____, 2022

RESOLUTION NO: #_____-22

aboffice@albertabeach.com

From: angeladuncan@albertabeach.com
Sent: January 20, 2022 12:44 PM
To: aboffice@albertabeach.com; budlove53@gmail.com; 'Debbie Durocher'; 'Tara Elwood '
Cc: 'Daryl Weber'
Subject: RE: Meeting Fee

Hi Kathy, I would prefer to discuss this at our next meeting.

Thanks,

Angela Duncan

Deputy Mayor, Alberta Beach
Vice President, Villages & Summer Villages, Alberta Municipalities
(780) 868-5103
angeladuncan@albertabeach.com

From: aboffice@albertabeach.com <aboffice@albertabeach.com>
Sent: January 19, 2022 4:16 PM
To: budlove53@gmail.com; Angela Duncan <angeladuncan@albertabeach.com>; Debbie Durocher <debbiedurocher@albertabeach.com>; Tara Elwood <taraelwood@albertabeach.com>
Cc: Daryl Weber <darylweb@telus.net>
Subject: Re: Meeting Fee

Hi All,
Daryl has taken the attached FireSmart 101. He is asking if he can claim a meeting fee for the course. I have advised him that it was not approved by Council, but I can fan it out to Council for comment or we can take this to our next meeting.

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

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FireSmart 101

 FireSmart 101

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◦ A different way of thinking	



FireSmart 101



 REPLAY

 NEXT

More so than ever before, Canadians are feeling the direct and indirect impacts of wildfire. There is a growing need for FireSmart education.

FireSmart Canada has developed a FREE one-hour course for those who are getting started with FireSmart and want to learn more.

FireSmart 101

- provides an introduction to FireSmart and its principles
- helps participants understand the need to protect homes and properties from wildfire
- defines the wildland urban interface
- outlines the seven FireSmart disciplines
- explains the FireSmart the home ignition zone.

Alberta Beach Village Office

From: Tara Elwood <taraelwood@albertabeach.com>
Sent: January 21, 2022 2:19 PM
To: aboffice@albertabeach.com; Angela Duncan; BUD LOVE; Daryl Weber; Debbie Durocher
Subject: RCMP engagement

Hello,

As you all know I attended the APPS virtual meeting on Wednesday.

I would also like to get councils ok to attend another this one is put on by the RCMP to get their positions on a possible provincial police agency.

This engagement is virtual and on the 26th of January and in person February 17th.

Not sure if we would like to push this to round table for further discussion then I will forgo the 26th event.

There is another APPS engagement that I would like to attend however the closest I could find was in Ponoka on Feb 28th. My sister lives in Ponoka so I can stay with her to be closer.

The info in these engagements are ever evolving as more info continues to become available. I think it is important to be informed as to how this may affect our community. I would also like to be able to attend any other future meetings that may come up regarding this.

Tara

Sent from my iPhone

**ALBERTA BEACH
VILLAGE POLICIES**

POLICY: G.2.9 COUNCIL REMUNERATION POLICY

1. PURPOSE

The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of Alberta Beach to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2. HONOURARIUMS

Councillors shall receive monthly honourariums as per Schedule "A" attached. Honourarium rates will be reviewed annually and increased as per the annual cost of living allowance based on the Alberta average of the CPI (Consumer Price Index), upon approval of the annual budget.

3. MEETING REMUNERATION FEES

Councillors shall receive a meeting remuneration fee as per Schedule "A" attached for attending an approved Committee meeting, training course or meeting on behalf of Council where a meeting fee is not already being paid. Meeting remuneration fees will include meeting preparation, travel and attendance time. Further that, regular Council meetings, special Council meetings, monthly round table meetings and conventions are excluded.

4. CHAIRPERSON REMUNERATION FEE

Councillors shall receive a chairperson remuneration fee as per Schedule "A" attached for chairing an approved committee meeting, where a meeting fee is not already being paid through another committee or organization. Further that, regular Council meetings, special Council meetings, monthly round table meetings and conventions are excluded.

5. REIMBURSEMENT FOR COUNCIL MILEAGE EXPENSES

Councillors shall receive reimbursement for mileage expenses for use of personal vehicles as per Schedule "A" attached for travel on village business to approved meetings, training courses and conventions.

6. REIMBURSEMENT FOR COUNCIL INTERNET EXPENSES

Councillors shall receive reimbursement for Council internet expenses as per Schedule "A" attached provided that the internet service is used for Council business. (Councillors not receiving and communicating electronically through email do not qualify for reimbursement).

7. REIMBURSEMENT FOR COUNCIL CELL PHONE EXPENSES

Councillors shall receive reimbursement for personal cell phone expenses as per Schedule "A" attached provided that the cell phone is used for Council business. (Councillors not owning or communicating through cell phones do not qualify for reimbursement).

8. METHOD TO CLAIM REIMBURSEMENT

Reimbursement claims to be submitted on the expense claim forms. (No expense claim form will be required for monthly honourariums).

9. DEDUCTIONS FROM COUNCIL HONOURARIUMS AND MEETING REMUNERATION FEES

Council honourariums and meeting remuneration fees will be subject to deductions as per Canada Revenue Agency.

DEPARTMENT: COUNCIL

**ADOPTED AND APPROVED BY COUNCIL: DECEMBER 18, 2018
RESOLUTION NO: #264-18**

**AMENDMENT DATE: JUNE 3, 2019
RESOLUTION NO: #113-19 & #114-19**

**AMENDMENT DATE: MAY 18, 2021
RESOLUTION NO: #081-21**

**ALBERTA BEACH
VILLAGE POLICIES**

POLICY: G.2.9 COUNCIL REMUNERATION POLICY

SCHEDULE "A"

COUNCIL MONTHLY HONOURARIUMS:

Mayor	\$825.00
Deputy Mayor	\$750.00
Councillors	\$725.00

COUNCIL MEETING REMUNERATION FEES:

Half day meetings (up to 4 hours)	\$ 75.00
Full day meetings (over 4 hours)	\$125.00

CHAIRPERSON REMUNERATION FEES:

Committee Chairperson Fee	\$ 25.00
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COUNCIL MILEAGE EXPENSES:

\$.58 per km

COUNCIL INTERNET EXPENSES:

\$50.00 per month

COUNCIL CELL PHONE EXPENSES:

\$50.00 per month

Consumer Price Index – 2021

Month	%
January	0.8
February	0.6
March	1.9
April	3.3
May	3.1
June	2.7
July	3.7
August	4.7
September	4.0
October	4.3
November	4.3
December	4.8
	<hr/> 38.20

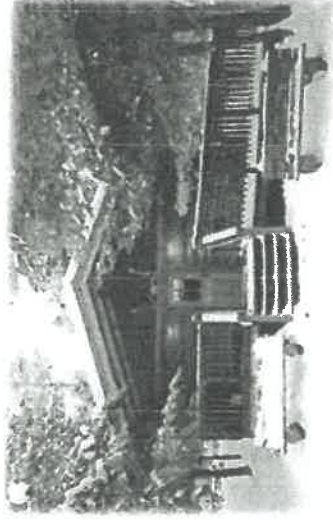
38.20 divided by 12 = 3.18

Lac Country Home Improvements

- Introducing:

Cabin Country Re-Store

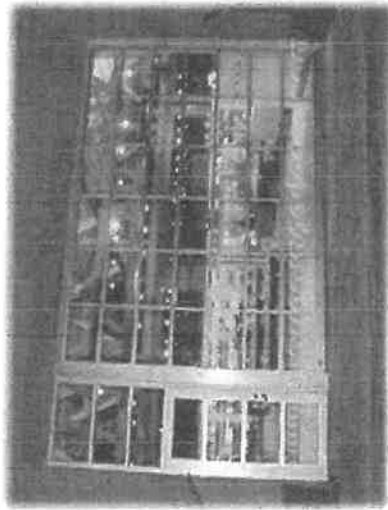
- Salvaged Lumber, doors, carpet
- Refurbished Kitchen and Bath Cabinets
- Fixtures, Fans, Lights, Toilets, Sinks, Faucets
- Tools (construction)



Location

It is imperative that we are located in down town Alberta Beach with a store front location.

We will require easy access for loading and unloading materials.



Hours of Operation

- Hours will be 10:00 Am to 4:00 PM
- Deliveries will be by appointment in off hours including Saturdays
- Sales can be conducted in off hours by appointment only
- Sales will be actively conducted online

Staff

There will be one permanent staff member onsite during store hours

Duties will include:

- Sales
- Some book keeping, including management of funds.
- Cleaning and organizing product
- Social media, searching for product and marketing

Operations cost

Proposal includes rent, triple net, at 1000.00 per month

Pickup services.

Insurances

Hourly rate for cleaning and refurbishing product

Lease Proposal

We would like to lease one bay in the village office building. For three years This would include the end bay, with the offices at the back.

The front bay door would have to be changed to a store front entry, double doors. A wall would have to be constructed, full height, between the police bay and our bay. (may require and emergency by pass door.)

LCHI will provide all the labour for these improvements, we request that the village pay for the material required.

Income Structure

All product will be priced at fair market value. 100% refund on faulty product

40 % of all proceeds will go to the staff member running the store (after cost)

10 % of all proceeds will be donated to charities within Lac St Anne, local clubs, kids organizations, seniors, parks and recreation

50 % of all proceeds will go to the cost of operations.

Qualifying Charities

Any organization within Lac St Anne County can apply online for funds from our proceeds.

To qualify the organization must support local sports, seniors, parks, schools and community events.

When an application is received, ours staff, one town representative, and one local community member will decide where the funds go.

All awards will be announced on social media.

Community Benefit

Cabin Country Re-Store will benefit the community with funding for local groups, salvaging products that would normally end up in the landfill, providing employment, and help to keep local shoppers in our local community.

With a strong "Cabin County" presence, we will draw residents from other communities into Alberta Beach where other stores and services will benefit from an increased customer base.

ROUND TABLE MEETING - MONDAY FEBRUARY 14, 2022

GRANT OPPORTUNITIES

COMMUNITIES CHOOSEWELL – THE CHOOSE LETTER:

The Choose newsletter of January 2022 was received from Communities ChooseWell, it was noted that ChooseWell Healthy Community Grants in the amount of \$5,000.00 are available for community projects and applications are being accepted until February 28, 2022, Council requested this be added to the next round table meeting.

- Council suggested a Dog Park

COMMUNITIES IN BLOOM – SCOTTS CANADA 2022 GRO FOR GOOD GRANTS INITIATIVE:

Correspondence was received from Communities in Bloom regarding Scotts Canada 2022 Gro for Good Grants initiative which is a \$2,500.00 grant to support community gardens and green spaces, applications are being accepted until February 28, 2022 and Council requested this be added to the next round table meeting.

- Council suggested a Community Garden

CO-OP – COMMUNITY SPACES FUNDING:

The Co-op Community Spaces Program was established to improve community health and well-being by building places for Western Canadians to come together, build social connections and enable community development. Projects can apply for between \$25,000 and \$150,000 in capital in three categories.

Grant Funding Supplied By: Communities Choosewell
Grant Name: Healthy Community Grant
Funding: \$5000.00
Matching Funding Requirement:
Description/Purpose: To transform and promote local places, programs, policies and partnership focused on improving healthy eating and active living at the community level.
Eligible Projects: Activities that have not yet taken place New programs or activities Staff, speakers, facilitators, or professional presenters Enhancement to existing programs and activities
Eligibility/Who Can Apply/Restrictions: <ul style="list-style-type: none"> • A registered not-for-profit organization • A registered charity • A First Nation or Metis Settlement • A municipal government • A public school
Application Deadline: February 28, 2022
Website: communitieschoosewell.ca
Project Ideas:
Purchase snowshoes for use by residents that can be borrowed for 24 hrs at a time for free this will diminish barriers, allowing more active lifestyle throughout the winter months (Beaumont did this)
Portable grow towers, seeds and necessary equipment to grow healthy foods
Community garden – above ground planters grow fresh vegetables also a centralized gathering space to unite residents.
Food rescue: Can provide items like yogurt, milk, cheese, and fresh produce (items the food bank cannot do)
Roving gym operating during the fall months (Oct – April) when weather may prevent children from playing outside (held in various locations AB Ag \ Seniors)
Summer program expansion
Walking program
Yoga Circle drop in Gym'n Craft and learn to cook for ages 11 – 15

yearly.

Grant Funding Supplied By: CO-OP
Grant Name: Community Spaces Funding
Funding: Projects can apply for \$25,000 and \$150,000 in three categories
Matching Funding Requirement:
Description/Purpose: Projects eligible for funding must: <ul style="list-style-type: none">• Be available and accessible for community use.• Align with one of the three funding categories (recreation, environmental conservation or urban agriculture).• Be completed within 2 years• Be a capital project.• Be located in British Columbia, Alberta, Saskatchewan or Manitoba.• Provide the opportunity for permanent signage.
Eligible Projects: <ol style="list-style-type: none">1. RECREATION: Providing enhanced recreation spaces in the community (recreation centres, playgrounds).2. ENVIRONMENTAL CONSERVATION: Preservation of natural spaces in the community. (Green spaces, interpretive centers).3. URBAN AGRICULTURAL: Small-scale community agriculture initiatives in both urban and rural spaces. (Community gardens, food education facility).
Eligibility/Who Can Apply/Restrictions: <ul style="list-style-type: none">• Registered charities under the Canada Revenue Agency with a valid registration number.• Registered non-profit organizations under their provincial government with proof of registration (e.g. letters of incorporation).• Non-Profit organizations partnered with their municipal government who will accept funding and issue receipts on their behalf.• Community service co-operatives
Application Deadline: Opens February 1, 2022 – March 1st, 2022
Website: www.co-op.crs
Project Ideas:
Play ground Update
Creek Enhancement
Community Garden

Council Round Table Meeting Dates

Regular Council meeting dates (3rd Tuesday at 7:00 p.m.)

Round Table meeting dates (2nd Monday at 2:00 p.m.)(Time is subject to change)

Statutory Holiday

January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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July 2022

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August 2022

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September 2022

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October 2022

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November 2022

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December 2022

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↑
October Round table meeting
conflicts with Stat.

**COUNCIL GOALS AND OBJECTIVES
FEBRUARY 2022**

7

GOALS	OBJECTIVES	Short Term	Mid Term	Long Term
Good Governance	More productive use of council and village time and resources; provide proper oversight of administration; proper division of council and administrative roles; set and implement strategic plans and vision; council accountability to administration and rate payers.			
Improved Communication, transparency, and accountability	Keep residents and stakeholders well-informed of council and village work and initiatives; redo website to make it user friendly, easy to navigate, and compatible with mobile devices; quarterly online newsletter; annual townhall to inform and gather feedback; upgrade chamber to allow for all meetings to be livestreamed; develop a frivolous and vexatious complaint policy.			
Improved use of technology	Improve efficiency and communication through the use of technology; during renovations work to bring the office up to date with individual workstations with online accessibility; increased use of EFTs and other financial upgrades; upgrade chambers to allow for livestreaming of meetings; ensure all employees and councillors have the technology they need to effectively do their work.			
Improved environmental stewardship	Continue to work with LILSA, SRWA, and NSWA; investigate options to make village infrastructure more energy efficient; policy review with an environmental lense; partner with other municipalities to investigate and address brownfield sites; improve quality of lake and riparian area.			
Improved sense of community, community safety, and community services	Work with community groups and other municipalities to foster a greater sense of community; work with museum to investigate ways to bring our unique history to light (eg. Apply for grants to put historical pictures on our light poles); improve communications and feedback loop with RCMP, including annual reporting to council (at minimum); develop a water and ice safety campaign; continue to improve appearance of public areas of the village.			
Policy and bylaw review	Continue to review policies and bylaws and update, repeal, or implement as necessary.			
Review budget and fiscal policy	Ensure financial resources are being used in the best possible manner; adjust timing of budget cycle to ensure we are being proactive and planning appropriately; review and implement fiscal policies to guide administration and allow for public input; review department finances and ensure that in-house and contracted services are being used as appropriate; seek out and apply for as many grant opportunities as possible (put this specifically in a job description and provide appropriate training on grant writing); explore revenue generating opportunities.			

**COUNCIL GOALS AND OBJECTIVES
FEBRUARY 2022**

Promote economic development within the village and region as a whole	Review IDP; work towards a regional economic solution that will benefit us and all of our regional partners; investigate cost and revenue sharing and annexation options; work towards water distribution; make sure new businesses are recognized, celebrated, and promoted; shop local campaign.			
Improve public works, physical infrastructure, and asset management	Keep up to date on asset management outcomes (eg. ACP grant with Mayerthorpe); develop an asset management plan; make steps to build water distribution infrastructure; continue to improve and pave road network; evaluate when work should be done in-house and when contracting is appropriate; improve walkability of village and investigate regional trails; review and develop safety policies to reduce worker injuries and save money.			
Pave all streets	As funds are available.			
Drainage	Collaborate with county			
Ditches	Clean and cut tree in ditches.			
Sidewalks	From ATB Bank to Lions Park.			
Alleys	Rework and repair.			
Boat Launch	Paid access to lake.			
Budget for new equipment	Garbage truck needs replacing.			
Unightly lot	Unightly lots cleaned up.			
Beach Maintanance	Rake main beach when necessary.			
Flower Baskets	Flower baskets and flower boxes.			
AB B Energy	Wind - Improve our energy.			
AB B Energy	Solar Panels - Improve our energy.			
Communtiy Health Center	A local physician.			
Resident of the year	Acknowledge our residents.			
Dog Park	Identify a usable cost efficient area for residents and their dogs.			
Youth council / committee	Engaging the youth of Alberta Beach and what they would like to see to keep them in the community long term.			
Crime pervention	Co-ordinate with policing agency on how to prevent local crime.			

