

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

Tuesday, March 17th, 2026

Via Teams

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<p>March 17th, 2026, Regular Council Meeting</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council approves the presented March 17th, 2026, Regular Council Meeting Agenda. 2. THAT Council approves the amended March 17th, 2026, Regular Council Meeting Agenda.
3.	<p><u>Minutes:</u></p> <p><i>Attachment 3a.</i></p>	a)	<p>February 24th, 2026, Regular Council Meeting Minutes</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council approves the February 24th, 2026, Regular Council Meeting Minutes as presented. 2. THAT Council approves the amended February 24th, 2026, Regular Council Meeting Minutes.
4.	<u>Delegation</u>	(a)	<p>Northern Lights Library System, Executive Director James MacDonald</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the Northern Lights Library System report be received as information.
		b)	<p>Development Officer</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the Development Officers report be received as information.

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5.	<p><u>Bylaw</u></p> <p><i>Attachment 5a.</i></p>	(a)	<p>Records Management</p> <p>During budget deliberations decision was made to convert to full electronic records. Administration has been working on the retention schedules, processes and guidelines.</p> <p>Modifications to the Bylaw and Records Management Program have been completed. The Bylaw has been circulated for further comments from residents and Councillor Lechambre has provided amendments for review and discussion prior to proceeding with 2nd and 3rd readings.</p> <p>Council will find Bylaw 01-2026 attached for review and discussion and 1st Reading.</p> <p>The Records Management Program has also been sent under separate cover for Council review and comment.</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council give 2nd Reading to Bylaw 01-2026 Records Management Bylaw. 2. THAT Council give 3rd Reading to Bylaw 01-2026 Records Management Bylaw.
6.	<p><u>Request for Decision</u></p> <p><i>Attachment 6a</i></p>	a)	<p>Letter of Support – Provincial Aquatic Invasive Species (AIS) Task Force</p> <p>The Provincial Aquatic Invasive Species (AIS) Task Force has highlighted the significant threat posed by zebra, quagga mussels and flowering rush to irrigation systems, municipal water infrastructure, food production, and water quality. Water quality was a topic brought up at the ASVA Convention. Considering this, the ASVA Board is urging all members to participate in our letter-writing campaign to the Provincial Government, advocating for the swift implementation of the task force's recommendations.</p> <p>To facilitate this, they have prepared a template letter, attached for convenience. Simply fill in the highlighted sections and email the letter to Minister Grant Hunter, your MLA, the individuals listed and the ASVA. Alternatively, you may choose to draft your own letter.</p>

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			<p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Administration prepare letters for Mayor signature. 2. THAT Council receives as information.
7.	<p><u>Financial</u></p> <p><i>Forwarded under separate cover 7-a.</i></p> <p><i>Forwarded under separate cover 7-b.</i></p> <p><i>Forwarded under separate cover 7-c.</i></p>	<p>a)</p> <p>b)</p> <p>c)</p>	<p>Operating Statement February 28th, 2026</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the February 28th, 2026, Operating Statement be received for information. <p>Cheque Listing February 28th, 2026</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the presented February 28th, 2025 Cheque Listing be received for information. <p>February 2026 Bank Reconciliation</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the presented February Bank Reconciliation be received for information.
8.	<p><u>Councillors' Reports</u></p>	<p>a)</p> <p>b)</p> <p>c)</p>	<p>Mayor Newton</p> <p>Deputy Mayor McIntosh</p> <p>Councillor Lachambre</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the Council reports be received as information.
9.	<p><u>Administration Reports</u></p>	<p>a)</p>	<p>CAO</p> <ul style="list-style-type: none"> • Audit <ul style="list-style-type: none"> ○ Draft Financial Statements will be presented to Council during the April 21st, 2026 Council Meeting. • Records Management Project. • ERP Project kick off meeting held on March 4th, 2026

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			<ul style="list-style-type: none"> • Working with FireSmart AI on grant applications. • December 2025 Assessment have been received and system updated. <ul style="list-style-type: none"> ○ Details and final budget will be presented to Council during the April 21st, 2026 Council Meeting. Resident assessment has increased by 8,276,920 (growth and inflation), non-residential has increased by 493,640 (growth) <p>Administration</p> <ul style="list-style-type: none"> • Updates to website • Assisting with Development activities • Tax payments • General admin • Culvert Update • Records Management <p>Council Motions for Consideration THAT the Administrative reports be received as information.</p>
10.	<u>Correspondence</u>		N/A
11.	<u>Closed Session</u>		N/A
12.	<u>Next Meeting</u>		The next Meeting is scheduled for April 21 st , 2026, at 5:00 p.m. via Teams.
13.	<u>Adjournment</u>		

Future Meetings:

May 19, 2026
July 21, 2026

June 16, 2026
August 18, 2026

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 24TH, 2026
VIA TEAMS

Council: Mayor Newton
Deputy Mayor McIntosh
Councilor Lachambre

Administration: Chief Administrative Officer, Phyllis Forsyth
Administrative Assistant, Les Forsyth
Development Officer, Paul Hanlan

1. **CALL TO ORDER** Deputy Mayor McIntosh called the meeting to order at 5:01 p.m.

2. **AGENDA**

a. **February 24th, 2026, Regular Council Meeting**

26-015

MOVED by Councilor Lachambre
THAT the February 24th, 2026, Regular Council Meeting Agenda be approved as presented.

CARRIED

3. **MINUTES**

a. **January 20th, 2026, Regular Council Meeting Minutes**

26-016

MOVED by Mayor Newton
THAT Council approves the January 20th, 2026 Regular Council Meeting Minutes as presented.

CARRIED

4. **DELEGATION**

a. **Development Officer**

26-017

MOVED by Deputy Mayor McIntosh
THAT Council accepts the Development Officer report as information.

CARRIED

5. **BYLAW**

a. **Records Management**

26-018

MOVED by Deputy Mayor McIntosh
THAT Council give 1st Reading to Bylaw 01-2026 Records Management Bylaw and post for resident comments.

CARRIED

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 24TH, 2026
VIA TEAMS

**6. REQUEST FOR
DECISION**

a. Tax Service Engagement

26-019

MOVED by Deputy Mayor McIntosh
THAT Council engage TaxService Inc. to manage tax arrears
recovery on the municipality's behalf for a term of three (3) years and
that the administrator be and is hereby authorized to sign the
TaxService Inc. engagement letter on behalf of the municipality.

CARRIED

b. AB Munis Convention Resolutions

26-020

MOVED by Mayor Newton
THAT Council receives as information.

CARRIED

c. Assessment Review Board

26-021

MOVED by Mayor Newton
THAT Council approve Assessment Review Board members for
2026:
Chairman: Raymond Ralph
ARB Clerk: Geryl Amarin
Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard
Knowles, Marcel LeBlanc, Roland Merkosky, Raymond Ralph.
FURTHER that Administration confirm that all candidates have
completed required training.

CARRIED

d. Forest Protection

26-022

MOVED by Councilor Lachambre
THAT Council receive for information.

CARRIED

e. Request for Support

26-023

MOVED by Deputy Mayor McIntosh
THAT Administration provide a \$400.00 donation to the Regional
Health Care Attraction and Retention Committee.

CARRIED

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 24TH, 2026
VIA TEAMS

f. **Letter of No Objection**

26-024

MOVED by Mayor Newton
THAT Administration create a Reserve Dock Permit process to be brought back to Council at an upcoming meeting.

CARRIED

g. **Culvert Replacement**

26-025

MOVED by Councilor Lachambre
THAT Council award engineering, tendering and contract management to MPE for an amount of no more than \$62,393.00.

CARRIED

7. **FINANCIAL**

a. **Operating Statement January 31st, 2026**

26-026

MOVED by Mayor Newton
THAT the presented January 31st, 2026 Operating Statement be received as information.

CARRIED

b. **Cheque Listing January 31st, 2026**

26-027

MOVED by Mayor Newton
THAT the presented January 31st, 2026 Cheque Listing be received as information.

CARRIED

c. **January 2026 Bank Reconciliation**

26-028

MOVED by Deputy Mayor McIntosh
THAT the presented January 2026 Bank Reconciliation be received as information.

CARRIED

8. **COUNCIL REPORTS**

26-029

MOVED by Deputy Mayor McIntosh
THAT Council approve a donation of \$500.00 to sponsor the barbeque at the March 6th – 7th Bocce Tournament with funds coming from the Community Events budget.

CARRIED

**SUMMER VILLAGE OF ISLAND LAKE
BYLAW # 01-2026**

**BEING A BYLAW TO MANAGE CORPORATE RECORDS AND INFORMATION WITHIN
THE SUMMER VILLAGE OF ISLAND LAKE**

WHEREAS, pursuant to the provisions contained in the *Access to Information Act* and the *Protection of Privacy Act*, the Summer Village of Island Lake must manage and protect municipal records, including personal information.

AND WHEREAS, the Council of the Summer Village of Island Lake has authority under the *Municipal Government Act* to pass bylaws for municipal purposes;

NOW THEREFORE, the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

This bylaw may be cited as the “Records Management Bylaw.”

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 1) “Administration” means the Chief Administrative Officer (CAO) of the Summer Village of Island Lake or any employee or agent of the Village acting under the authority of the CAO.
- 2) "Archives" means an archival storage site (physical or digital) where records may be transferred.
- 3) “Council” means the Council of the Summer Village of Island Lake.
- 4) “Disposition” means:
 - i. The destruction of records,
 - ii. The storage of records, or
 - iii. The transfer of records of value to Archival Facility for archival purposes.
- 5) "Outside Agency" means an organization under Contract with the Village.
- 6) "Record " means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
- 7) “Records and Information Management” means the application of systematic control over records throughout their life cycle, including, but not limited to, forms management, publications management, records inventory, corporate records structure development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance, records scheduling and disposition, Protection of Private Information co-ordination, management and maintenance of records management software, disaster prevention and recovery planning, and creation of vital records management.

- 8) “Records Management Coordinator” means the person designated by the CAO to oversee the Village’s Records Management Program and the proper creation, maintenance, protection, retention, and destruction of records.
- 9) “Records Management Program” means the policies, processes, and standards established by the Village for the creation, maintenance, retention, and disposition of records in any format to ensure they remain authentic, trustworthy, and reliable as Village records. This includes digitization processes and standards to create digitized records that can be managed and relied upon as official Village records.
- 10) “Records Retention Schedule” means the approved schedule that sets retention periods and conditions for the destruction of all Village records in accordance with the Records Management Program and applicable legislation.
- 11) “Village” means the Summer Village of Island Lake.

3. CORPORATE RECORDS STRUCTURE, RETENTION, AND FINAL DISPOSITION

- 1) All records in custody and/or control of the Village must be managed in accordance with the Records Management Program established by the Village pursuant to controlling legislation such as the Municipal Government Act, the Protection of Privacy Act, the Access to Information Act and the Limitations Act.
- 2) Council authorizes the CAO to make any required amendments to the Records Management Program from time to time, upon annual notification of changes to Council.
- 3) This bylaw addresses the lifecycle of the record, which includes the creation, use, receipt, access, maintenance, disclosure, retention and final disposition.
- 4) The classification, maintenance, retention and final disposition of all Village records shall be in accordance with the Village Records Management Program, as amended from time to time.
- 5) If an individual’s personal information will be used by the Village to make a decision that directly affects the individual, the Village shall retain the personal information for at least one year after using that information so that the individual has a reasonable opportunity to obtain access to the information.
- 6) Where, in the Village Records Management Program, it is provided that a record shall be:
 - (a) Destroyed in accordance with the Records Retention Schedule, pursuant to Section 214 of the *Municipal Government Act*; or
 - (b) Transferred to Archives upon the decision of the Records Management Coordinator, or
 - (c) Remain active within the Village or under the custody of an outside Agency
- 7) The complete and proper destruction of records under this Bylaw is the responsibility of Village Administration in accordance with the Records Management Program and any guidelines approved by the CAO regarding the destruction of records.

4. CORPORATE RECORDS AND CUSTODY

- 1) Records in the care and custody of Administration are the property of the Village.
- 2) Records in the care and custody of an outside agency are under the Village’s control when:
 - (a) the record is specified in the contract as being under the control of the Village;
 - (b) the content of the record relates to the Village’s mandate and functions;
 - (c) the Village has the authority to regulate the records’ use and disposition;

- (d) the outside agency is a consultant, and the record was created for the public body; or
- (e) the contract permits the Village to inspect, review or copy the records produced, received or acquired.

COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw and Bylaw 02-2012 shall be rescinded.

READ a first time this 24th day of February, 2026

READ a second time this day of, 2026

MOVED by that consideration be given to third reading at this meeting.

READ a third time AND PASSED this day of 2026

SUMMER VILLAGE OF ISLAND LAKE

Mayor

Chief Administrative Officer

DATE

The Honourable Grant Hunter
Minister of Environment and Protected Areas
204 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

via Email: epa.minister@gov.ab.ca

RE: Urgent Action on AIS Task Force Recommendations to Protect Alberta's Irrigation Infrastructure and Lakes

Dear Grant Hunter,

On behalf of the Council of the Summer Village of **NAME OF MUNICIPALITY**, located on **NAME OF LAKE**, I am writing to express our strong support for the Provincial Aquatic Invasive Species (AIS) Task Force recommendations and to urge their implementation without delay.

The Task Force report clearly outlines the severe risk that zebra and quagga mussels pose to irrigation systems, municipal water infrastructure, food production and water quality issues. For municipalities like ours, AIS prevention is critical for the health of the lake. Where irrigation works underpin local and provincial economic activity, prevention is essential.

We strongly encourage swift action. In particular, we believe the dip tank pilot project represents an important and practical enhancement to Alberta's existing prevention program. Advancing this pilot project as soon as possible would strengthen Alberta's defences against high-risk watercraft while providing valuable insight for broader deployment.

The Summer Village of **NAME OF MUNICIPALITY** stands ready to support the Province through advocacy, partnership, and coordination with local stakeholders. Thank you for your leadership on this urgent matter.

Sincerely,

NAME, MAYOR/REEVE
NAME OF MUNICIPALITY

cc: The Honourable Daniel Smith, Premier of Alberta
The Honourable RJ Sigurdson, Minister of Agriculture and Irrigation
The Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors
Chief of Staff Christopher Thresher
LOCAL MLA