

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, October 20th, 2026

Via Teams

Commencing at 5 p.m.

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

1. Call to Order

2. Agenda

a) **October 20th, 2026, Regular Council Meeting**

Council Motions for Consideration

1. THAT Council approves the presented October 20th, 2026, Regular Council Meeting Agenda.
2. THAT Council approves the amended October 20th, 2026, Regular Council Meeting Agenda.

3. Minutes:

a) **September 15th, 2026, Regular Meeting Minutes**

Attachment 3a

Council Motions for Consideration

1. THAT Council approves the September 15th, 2026, Regular Council Meeting Minutes as presented.
2. THAT Council approves the amended September 15th, 2026, Regular Council Meeting Minutes.

4. Delegation

a) **Development Officer**

Council Motions for Consideration

1. THAT the Development Officers report be received as information.

5. Bylaw

a) **N/A**

6. Request for Decision

a) **Heartland Support**

Attachments

6a-1

6a-2

6a-3

Administration has received the attached request from Heartland Training and Support Hub (formerly Farm Safety Centre) for a donation of \$500.00 towards Safety Smarts delivery in 2026-2027.

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, October 20th, 2026

Via Teams

Commencing at 5 p.m.

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Municipalities play an important role in keeping rural communities safe. Heartland Training wrote to invite the Summer Village of Island Lake to help bring practical farm safety education to rural children, including those attending schools that serve your area.

Council Motions for Consideration

1. THAT Council provide a \$500.00 contribution to Heartland Training and Support for the delivery of Safety Smarts delivery.
2. THAT Administration adds this request to others to be discussed during budget deliberations.
3. THAT the information from Heartland Training and Supports be received for information.

b) Intermunicipal Collaboration Frameworks

Attachments

6b-1

6b-2

6b-3

Administration has received information from Municipal Affairs regarding ICF reporting and requirements.

A search of records and documents identified a draft ICF with Athabasca County. Is Council aware of the document being finalized?

Council Motions for Consideration

1. THAT Administration confirm completion of the ICF with Athabasca County.

Attachment

6c-1

6c-2

6c-3

c) Canada Summer Jobs

Application for Canada Summer Jobs Grant will open on October 27, 2027 and close on December 3, 2026. Does Council wish for Administration to apply for funding for the 2027 season?

Council Motions for Consideration

1. THAT Administration submit application for Canada Summer Jobs 2027.

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d) Budget 2027

Throughout the year Administration has captured thoughts and ideas Council discussed that may be included in Budget 2027. Administration would like for Council to discuss the list and advise of items to be included in Budget 2027:

- Proactive Public Works Plan
- Park Path Maintenance
- Boat Docks and Buoys
- Seasonal Park Personnel
- Sand for park
- Pothole filling
- Weed Trimming
- Garbage Pick up
- Community Fire Smart Event
- Automated External Defibrillator
- Paving and Dust Control (Back Alley Access)
- New web that allows for Administration to post updates

Council Motions for Consideration

THAT Administration research and include the possible costs of

- _____
- _____
- _____ inclusion in the November 2026 Council Meeting preliminary budget discussion.

7. Financial

*Forwarded under
separate cover 7-a.*

a) Accounts Payable Disbursements August 31st, 2026

Council Motions for Consideration

1. THAT the presented August 31st, 2026, Accounts Payable Disbursements be approved as presented.

*Forwarded under
separate cover 7-b.*

b) August 2026 Bank Reconciliation

Council Motions for Consideration

1. THAT the presented August 31st, 2026, Bank Reconciliation be received for information.

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, October 20th, 2026

Via Teams

Commencing at 5 p.m.

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

*Forwarded under
separate cover 7-c.*

c) September 2026 Bank Reconciliation

Council Motions for Consideration

1. THAT the presented September 30th, 2026, Bank Reconciliation be received for information.

*Forwarded under
separate cover 7-d.*

d) September 2026 Operating Statement

Council Motions for Consideration

1. THAT the presented September 2026 Operating Statement be received for information.

8. Councillors' Reports

a) Mayor Newton

b) Deputy Mayor McIntosh

c) Councillor Lachambre

Council Motions for Consideration

1. THAT the Council reports be received as information.

9.

Administration Reports

a) CAO

- Records Management Project.
- Emergency Management
- Social Media Posting
- Tax Penalty and tax payment research
- Budget Preparation

Administration

- Updates to website
- Assisting with Development activities
- Tax payments
- General admin
- Culvert Update
- Records Management

Council Motions for Consideration

THAT the Administrative reports be received as information.

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

Tuesday, October 20th, 2026

Via Teams

Commencing at 5 p.m.

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

10 Correspondence N/A

11 Closed Session N/A

12 Next Meeting The next Regular Meeting is scheduled for November 17th, 2026.

13 Adjournment

Future Meetings:

December 15, 2026
January 19, 2027
February 16, 2027
March 16, 2027
April 20, 2027
May 18, 2027
June 15, 2027
July 20, 2027
August 17, 2027

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 15TH, 2026
VIA TEAMS

Council: Mayor Newton
Deputy Mayor McIntosh
Councilor Lachambre

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

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

2. **AGENDA**

a. **September 15th, 2026, Regular Council Meeting**

- Remove from Agenda:
 - 7.b August 2026 Bank Reconciliation
- Addition to Agenda:
 - 11.a Closed Session

26-153 **MOVED** by Deputy Mayor McIntosh

THAT the September 15th, 2026, Regular Council Meeting Agenda be approved as amended.

CARRIED

3. **MINUTES**

a. **August 25th, 2026, Organizational Meeting Minutes**

26-154 **MOVED** by Councilor Lachambre

THAT Council approves the August 25th, 2026, Organizational Meeting Minutes as presented.

CARRIED

b. **August 25th, 2026, Regular Council Meeting Minutes**

26-155 **MOVED** by Deputy Mayor McIntosh

THAT Council approves the August 25th, 2026, Regular Council Meeting Minutes as presented.

CARRIED

4. **DELEGATION**

a. **Development Officer, Paul Hanlon**

26-156 **MOVED** by Mayor Newton

THAT the Development Officer report be received as information.

CARRIED

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 15TH, 2026
VIA TEAMS

5. BYLAW

a. 06-2026 Borrowing Bylaw

26-157 **MOVED** by Mayor Newton
THAT 2nd Reading be given to Bylaw 06-2026 Borrowing Bylaw as amended.

CARRIED

26-158 **MOVED** by Councilor Lachambre
THAT 3rd and FINAL Reading be given to Bylaw 06-2026 Borrowing Bylaw.

CARRIED

**6. REQUEST FOR
DECISION**

a. 26-159 Franchise Fee - Apex

MOVED by Mayor Newton
THAT Council maintains the Franchise Fee for Apex Utilities at 0.00%.

CARRIED

b. 26-160 ASVA Member Consultation Questionnaire

MOVED by Mayor Newton
THAT Administration submit the online questionnaire as completed in Council.

CARRIED

c. 26-161 Antenna Tower Siting

MOVED by Mayor Newton
THAT Council approve Councilor Lachambre to submit response on behalf of the Summer Village of Island Lake.

CARRIED

7. FINANCIAL

a. 26-162 Accounts Payable Disbursements August 31st, 2026

MOVED by Councilor Lachambre
THAT the August 31st, 2026, Accounts Payable Disbursements be approved as presented.

CARRIED

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 15TH, 2026
VIA TEAMS

- | | | | |
|-----|-------------------------------|---|----------------|
| b. | 26-163 | <p>August 2026 Operating Statement</p> <p>MOVED by Mayor Newton
 THAT the presented August 2026 Operating Statement be received for information.</p> | CARRIED |
| 8. | COUNCIL REPORTS | | |
| | 26-164 | <p>MOVED by Mayor Newton
 THAT the Council Reports be received as information.</p> | CARRIED |
| | 26-165 | <p>MOVED by Mayor Newton
 THAT Councilor Lachambre be reimbursed for the ASVA Conference Registration fee.</p> | CARRIED |
| 9. | ADMINISTRATION REPORTS | | |
| | 26-166 | <p>MOVED by Mayor Newton
 THAT the Administration Reports be received as information.</p> | CARRIED |
| | 26-167 | <p>MOVED by Deputy Mayor McIntosh
 THAT Council accepts the Weed Management proposal submitted to control Common Tansy within the Summer Village.</p> | CARRIED |
| 10. | CORRESPONDENCE | N/A | |
| 11. | CLOSED SESSION | | |
| | 26-168 | <p>MOVED by Deputy Mayor McIntosh
 THAT Council move to Closed Session at 6:15 p.m. as per Section 20(1) Access to Information – Disclosure Harmful to Personal Privacy.</p> | CARRIED |
| | | <p>Pursuant to Section 197 (6) of the Municipal Government Act, the following members of Administration were in attendance during the closed session:
 CAO Phyllis Forsyth
 Admin Assistant Les Forsyth</p> | |
| | 26-169 | <p>MOVED by Councilor Lachambre
 THAT Council return to Open Session at 6:26 p.m.</p> | |

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 15TH, 2026
VIA TEAMS

26-170

MOVED by Mayor Newton
THAT a credit of \$338.52 be applied to Tax Roll 181.

CARRIED

12. NEXT MEETING

The next meeting is scheduled for October 20th , 2026 via Microsoft Teams at 5:00 p.m. via teams.

13. ADJOURNMENT

Meeting was adjourned at 6:27 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Phyllis Forsyth

Municipalities play an important role in keeping rural communities safe. I'm writing to invite the Summer Village of Island Lake to help bring practical farm safety education to rural children, including those attending schools that serve your area.

Heartland Training & Support Hub, formerly the Farm Safety Centre, delivers age-appropriate Safety Smarts lessons from Kindergarten through Grade 6. Since 1998, the program has delivered approximately **45,500 presentations during 8,800 school visits, with 921,000 student participations across school years**, 28 years of helping rural children recognize hazards and make safer choices.

Would the Summer Village of Island Lake consider a \$500 contribution toward Safety Smarts delivery in 2026–2027? We recognize the many demands on municipal budgets. Any contribution would be appreciated, and we can provide a charitable donation receipt.

Your contribution also influences the scheduling priority of schools serving your area. We review school priorities annually, taking support from Counties / MD's, municipalities, agricultural societies and other local partners into account. Your donation strengthens that local support and can raise the priority of nearby schools. With limited funds, we focus first on higher-priority schools. A donation does not guarantee a visit, but it helps put those schools in a stronger position when we plan delivery.

A few commonly asked questions about Safety Smarts

What do children learn? Practical lessons cover machinery, livestock, water and ice, chemicals, hearing protection, safe play areas and ATV safety—hazards children may encounter at home, on farms or while visiting friends and family.

Why community support? We are an independent nonprofit and registered charity. Grants help, but do not cover the full cost of ongoing delivery. Community contributions help pay for instructor time, travel, materials and program coordination.

The attached **milestone and evaluation infographic** includes updated program totals and findings from an earlier evaluation, in which **98% of responding teachers considered farm safety education useful for their students**. We have retained the original evaluation figures and clearly identified them as historical.

Also attached is our **September 2025–June 2026 School Visits by County report**, listing schools, delivery dates, student numbers and recorded priorities: **1 = High, 2 = Medium and 3 = Low**. Schools serving your residents may be located in nearby communities, so the report can help identify delivery in your wider area. You are welcome to explore and share our [resources for schools, families and community organizations](#).

Please consider sharing this request with council. Contributions can be made by **e-transfer to donations@heartlandsupport.ca**, or by cheque payable to **Heartland Training & Support Hub**, mailed to **PO Box 291, Raymond, AB T0K 2S0**. Please include your municipality's name.

If you have any questions, comments or concerns, please feel free to contact us at programs@heartlandsupport.ca.

Thank you for considering our request and for helping keep children in your community safe.

School Visits by County: September 2025 - June 2026

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date	School: #	School: School Priority
Beaver County	Holden Colony School	1	14	2025-09-29	1	3 - Low Priority
	Iron Creek Colony School	1	14	2025-09-29	1	2 - Medium Priority
	Tofield Colony School	1	15	2025-12-11	1	3 - Low Priority
	Viking Colony School	1	20	2026-05-06	1	2 - Medium Priority
	Viking School	7	120	2025-09-16	1	2 - Medium Priority
Subtotal	Sum	11	183		5	
Birch Hills County	Codesa Colony School	2	13	2026-06-09	1	3 - Low Priority
Subtotal	Sum	2	13		1	
Brazeau County	Breton Elementary School	7	151	2026-05-21	1	1 - High Priority
	Drayton Christian School	7	140	2025-10-03	1	1 - High Priority
Subtotal	Sum	14	291		2	
Camrose County	Bawlf School	8	155	2026-04-07	1	1 - High Priority
	Camrose Colony School	1	7	2025-12-11	1	1 - High Priority
	Cornerstone Christian Academy	3	63	2025-10-15	1	1 - High Priority
	Hay Lakes School	7	110	2025-11-13	1	1 - High Priority
	New Norway School	5	81	2026-04-08	1	1 - High Priority
	Rosalind Colony School	1	21	2026-05-13	1	1 - High Priority
	Round Hill School	3	75	2026-05-13	1	1 - High Priority
Subtotal	Sum	28	512		7	
Cardston County	Big Bend Colony School	2	30	2025-11-06	1	2 - Medium Priority
	Cardston Elementary School	8	164	2025-12-01	1	2 - Medium Priority
	Cardston Elementary School	7	157	2025-12-02	1	2 - Medium Priority
	Cardston Elementary School	5	106	2025-12-03	1	2 - Medium Priority
	East Raymond Colony School	1	15	2026-05-27	1	2 - Medium Priority
	Huttenville Colony School	1	16	2025-11-07	1	2 - Medium Priority
	Old Elm Spring Colony School	2	23	2026-03-16	1	2 - Medium Priority
Subtotal	Sum	26	511		5	
Clearwater County	Caroline School	10	193	2025-12-12	1	1 - High Priority
	Charlotte Small Elementary School	9	233	2025-12-04	1	1 - High Priority
	Ecole Rocky Elementary School	10	223	2025-11-26	1	1 - High Priority
Subtotal	Sum	29	649		3	
County of Barrhead	Covenant Canadian Reformed School	7	158	2025-10-30	1	1 - High Priority
	Dunstable School	4	67	2026-04-08	1	1 - High Priority
	Neerlandia Public Christian School	8	150	2026-04-16	1	1 - High Priority
Subtotal	Sum	19	375		3	
County of Forty Mile	Kings Lake Colony School	1	21	2026-06-01	1	2 - Medium Priority
	Plainview Colony School	1	17	2025-11-18	1	2 - Medium Priority
	Starbrite Colony School	1	26	2025-09-18	1	2 - Medium Priority
	Sunrise Colony School	1	10	2025-11-20	1	2 - Medium Priority
Subtotal	Sum	4	74		4	
County of Grande Prairie	Grandview Colony School	1	9	2026-03-23	1	1 - High Priority
	Helen E. Taylor School	6	106	2025-09-23	1	1 - High Priority
	Hythe Elementary School	5	73	2026-05-11	1	1 - High Priority
	Hythe Elementary School	4	53	2026-05-12	1	1 - High Priority
Subtotal	Sum	16	241		3	
County of Minburn	A.L. Horton Elementary School	4	88	2026-05-20	1	1 - High Priority
	A.L. Horton Elementary School	8	178	2026-05-19	1	1 - High Priority
	Creighton Colony School	1	21	2026-04-29	1	1 - High Priority
	Delnorte School	3	49	2025-11-25	1	1 - High Priority
	Mannville School	7	112	2026-05-07	1	1 - High Priority
	Percy Lake Colony School	1	17	2026-04-29	1	1 - High Priority
	Pleasant Ridge Colony School	1	22	2026-04-27	1	1 - High Priority
	St. Martin's Catholic School	7	200	2025-09-18	1	1 - High Priority
Subtotal	Sum	32	687		7	
County of Paintearth	Coronation School	5	97	2026-06-17	1	1 - High Priority
	Lanes Lake Colony School	1	16	2026-06-15	1	1 - High Priority
	Silver Spring Colony School	1	7	2026-06-16	1	1 - High Priority
	Suncrest Colony School	1	17	2026-06-17	1	1 - High Priority
	Theresetta Catholic School	3	43	2026-06-15	1	1 - High Priority
Subtotal	Sum	11	180		5	
County of St. Paul	4-H Alberta Northeast Region	3	72	2026-04-12	1	0 - Pending Review



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School Visits by County: September 2025 - June 2026

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date	School: #	School: School Priority
	Ecole du Sommet School	7	110	2026-05-07	1	1 - High Priority
	Ecole Mallaig Community School	9	150	2026-05-06	1	1 - High Priority
	Elk Point Elementary School	10	188	2026-04-13	1	1 - High Priority
	Heinsburg Community School	3	23	2026-04-28	1	1 - High Priority
	St. Paul Elementary School	10	202	2026-04-14	1	1 - High Priority
	St. Paul Elementary School	12	226	2026-04-15	1	1 - High Priority
Subtotal	Sum	54	971		6	
County of Stettler	Big Valley School	4	57	2025-11-12	1	1 - High Priority
	Byemoor Colony School	1	30	2026-06-01	1	1 - High Priority
	Donalda Colony School	1	16	2026-06-16	1	1 - High Priority
	Erskine Colony School	1	24	2025-11-12	1	1 - High Priority
	Gadsby Colony School	1	12	2026-06-01	1	1 - High Priority
	Star Ridge Colony School	1	19	2026-06-02	1	1 - High Priority
	Stettler Elementary School	8	177	2026-06-08	1	1 - High Priority
	Stettler Elementary School	7	158	2026-06-09	1	1 - High Priority
	Stettler Elementary School	5	105	2026-06-10	1	1 - High Priority
Subtotal	Sum	30	604		8	
County of Two Hills	Hairy Hill Colony School	1	17	2025-09-10	1	1 - High Priority
	New Myrnam School	4	36	2026-05-26	1	1 - High Priority
	Two Hills Mennonite School	8	141	2026-06-08	1	1 - High Priority
	Two Hills Mennonite School	8	135	2026-06-09	1	1 - High Priority
	Two Hills School	0	0	2026-06-11	1	1 - High Priority
Subtotal	Sum	21	329		4	
County of Vermilion River	Dewberry School	14	32	2026-05-21	1	1 - High Priority
	E.H. Walter School	4	79	2026-06-01	1	1 - High Priority
	Kitscoty Elementary School	10	219	2026-05-20	1	1 - High Priority
	Lakeland Country School	3	38	2026-04-16	1	1 - High Priority
	Marwayne Jubilee School	5	81	2026-04-30	1	1 - High Priority
	Queen Elizabeth Elementary School	8	180	2026-04-20	1	1 - High Priority
	South Ferriby Colony School	1	26	2026-04-16	1	1 - High Priority
	St. Jerome's School	11	215	2026-06-02	1	1 - High Priority
Subtotal	Sum	68	1127		9	
County of Warner	Bluegrass Colony School	1	7	2025-09-25	1	1 - High Priority
	Delco Colony School	2	26	2025-12-04	1	1 - High Priority
	Elm Spring Colony School	1	17	2025-12-08	1	1 - High Priority
	Fairlane Colony School	2	24	2026-03-27	1	1 - High Priority
	Fairlane Colony School	2	24	2025-10-20	1	1 - High Priority
	Gold Spring Colony School	1	15	2026-04-29	1	1 - High Priority
	Kingsland Colony School	1	22	2025-11-20	1	1 - High Priority
	Milk River Ridge School	6	206	2026-04-17	1	1 - High Priority
	O.K. Colony School	1	13	2025-12-05	1	1 - High Priority
	Prairie Home Colony School	1	26	2025-11-27	1	1 - High Priority
	Raymond Elementary School	9	208	2026-03-23	1	1 - High Priority
	Raymond Elementary School	8	193	2026-03-24	1	1 - High Priority
	Raymond Elementary School	9	189	2026-03-25	1	1 - High Priority
	River Road Colony School	1	14	2026-04-29	1	1 - High Priority
Subtotal	Sum	48	1026		12	
County of Wetaskiwin	Clear Vista School	7	135	2026-04-22	1	1 - High Priority
	Clear Vista School	5	101	2026-04-21	1	1 - High Priority
	Griffiths-Scott Middle School	5	111	2026-04-28	1	1 - High Priority
	Gwynne School	4	78	2025-12-16	1	1 - High Priority
	Pine Haven Colony School	1	21	2025-12-08	1	1 - High Priority
	Silver Creek Colony School	1	12	2025-12-08	1	1 - High Priority
	Winfield School	4	66	2026-05-11	1	1 - High Priority
Subtotal	Sum	27	524		6	
Flagstaff County	Central High Sedgewick Public School	6	131	2025-11-26	1	2 - Medium Priority
	Forestburg School	5	116	2026-05-12	1	2 - Medium Priority
	Killam Public	6	96	2026-05-05	1	2 - Medium Priority



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School Visits by County: September 2025 - June 2026

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date	School: #	School: School Priority
Subtotal	Sum	17	343		3	
INACTIVE SCHOOLS	Hillmond Central School	7	81	2026-04-29	1	3 - Low Priority
	Jack Kemp Community School	13	283	2026-04-21	1	3 - Low Priority
Subtotal	Sum	20	364		2	
Kneehill County	Acme School	5	75	2026-03-31	1	1 - High Priority
	Britestone Colony School	1	13	2026-06-15	1	1 - High Priority
	Carbon School	3	42	2026-04-16	1	1 - High Priority
	Dr. Elliott Community School	6	98	2026-04-01	1	1 - High Priority
	Huxley Colony School	1	19	2026-03-10	1	1 - High Priority
	Kneehill Colony School	1	12	2026-06-15	1	1 - High Priority
	Three Hills Colony School	1	28	2026-03-09	1	1 - High Priority
	Three Hills School	9	166	2026-03-26	1	1 - High Priority
	Trochu Valley School	7	148	2025-11-17	1	1 - High Priority
	Valleyview Torrington Colony School	1	17	2026-03-09	1	1 - High Priority
Subtotal	Sum	35	618		10	
Lacombe County	Alix MAC School	5	101	2025-09-22	1	2 - Medium Priority
	Clive School	4	73	2025-11-04	1	2 - Medium Priority
	College Heights Christian School	3	53	2025-10-27	1	2 - Medium Priority
	Eckville Elementary School	6	132	2025-11-24	1	2 - Medium Priority
	Iron Ridge Elementary Campus	7	151	2025-11-17	1	2 - Medium Priority
	Iron Ridge Elementary Campus	6	138	2025-11-18	1	2 - Medium Priority
	Iron Ridge Elementary Campus	6	136	2025-11-19	1	2 - Medium Priority
Subtotal	Sum	37	784		5	
Lac Ste. Anne County	Darwell School	7	127	2026-02-24	1	1 - High Priority
	Elmer Elson Elementary School	9	181	2026-04-20	1	1 - High Priority
	Elmer Elson Elementary School	6	120	2026-04-21	1	1 - High Priority
	Grasmere School	6	114	2025-11-18	1	1 - High Priority
	Onoway Elementary School	9	168	2025-11-13	1	1 - High Priority
	Onoway Elementary School	10	197	2025-11-14	1	1 - High Priority
	Rochfort Bridge Colony School	1	24	2025-09-11	1	1 - High Priority
	Sangudo Community School	4	75	2025-12-02	1	1 - High Priority
Subtotal	Sum	52	1006		6	
Lamont County	Andrew School	6	170	2026-05-27	1	1 - High Priority
	Bruderheim Community School	3	59	2026-05-25	1	1 - High Priority
	Lamont Elementary School	13	263	2026-05-05	1	1 - High Priority
Subtotal	Sum	22	492		3	
Leduc County	New Sarepta Elementary School	4	83	2026-04-14	1	2 - Medium Priority
	New Sarepta Elementary School	5	129	2026-04-13	1	2 - Medium Priority
Subtotal	Sum	9	212		1	
Lethbridge County	Barons School	6	98	2025-09-22	1	1 - High Priority
	Chin Lakes Colony School	1	10	2026-04-27	1	1 - High Priority
	Coaldale Christian School	7	140	2026-06-02	1	1 - High Priority
	Gold Ridge Colony School (Turin Colony)	1	27	2026-03-12	1	1 - High Priority
	Huntsville School	7	133	2026-03-05	1	1 - High Priority
	John Davidson School	6	140	2026-05-06	1	1 - High Priority
	John Davidson School	0	0	2026-05-06	1	1 - High Priority
	Keho Lake Colony School	1	35	2026-03-19	1	1 - High Priority
	Noble Central School	7	141	2026-03-18	1	1 - High Priority
	Shadow Ranch Colony School	1	23	2026-03-26	1	1 - High Priority
	St. Joseph's School	4	64	2026-04-22	1	1 - High Priority
	St. Joseph's School	7	125	2026-04-21	1	1 - High Priority
	St. Joseph's School	0	0	2026-02-03	1	1 - High Priority
	St. Joseph's School	0	0	2026-02-04	1	1 - High Priority
	Wilson Siding Colony School	2	31	2025-12-15	1	1 - High Priority
Subtotal	Sum	50	967		11	
M.D. of Acadia	Warren Peers School	3	31	2025-09-23	1	1 - High Priority
Subtotal	Sum	3	31		1	
M.D. of Big Lakes	St. Andrew's School	10	175	2025-11-21	1	3 - Low Priority
Subtotal	Sum	10	175		1	
M.D. of Bonnyville	Glendon School	7	111	2025-09-09	1	2 - Medium Priority
Subtotal	Sum	7	111		1	



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School Visits by County: September 2025 - June 2026

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date	School: #	School: School Priority
M.D. of Greenview	Crooked Creek Colony School	2	17	2026-06-08	1	3 - Low Priority
	Harry Gray Elementary School	6	97	2025-11-19	1	3 - Low Priority
	St. Stephen's Catholic School	11	165	2025-11-12	1	3 - Low Priority
	Valleyview Ranch Colony School	1	14	2026-03-02	1	3 - Low Priority
Subtotal	Sum	20	293		4	
M.D. of Lesser Slave River	C.J. Schurter Elementary School	12	247	2026-04-23	1	2 - Medium Priority
	C.J. Schurter Elementary School	9	179	2026-04-24	1	2 - Medium Priority
	Smith School	2	28	2026-04-22	1	2 - Medium Priority
Subtotal	Sum	23	454		2	
M.D. of Pincher Creek	Livingstone Colony School	2	27	2025-11-14	1	1 - High Priority
	Spring Point Colony School	2	24	2025-12-16	1	1 - High Priority
	Waterton Colony School	1	2	2026-06-03	1	3 - Low Priority
Subtotal	Sum	5	53		3	
M.D. of Provost	Highland View Colony School	1	9	2026-04-23	1	2 - Medium Priority
	Rosewood Colony School	1	14	2026-04-23	1	2 - Medium Priority
Subtotal	Sum	2	23		2	
M.D. of Taber	Barnwell School	6	89	2026-04-15	1	1 - High Priority
	Cameron Farms Colony School	1	26	2026-04-28	1	1 - High Priority
	Central Elementary School	7	143	2026-05-04	1	1 - High Priority
	Central Elementary School	5	128	2026-05-07	1	1 - High Priority
	Chamberlain School	4	53	2025-10-02	1	1 - High Priority
	Copperfield Colony School	2	40	2026-03-19	1	1 - High Priority
	Dr. Hamman School	4	82	2026-05-19	1	1 - High Priority
	Dr. Hamman School	6	127	2026-05-20	1	1 - High Priority
	Enchant Colony School	1	23	2025-12-09	1	1 - High Priority
	Enchant School	5	84	2026-03-17	1	1 - High Priority
	L.T. Westlake Fine Arts Elementary School	4	73	2025-11-03	1	1 - High Priority
	Midland Colony School	1	16	2026-05-29	1	1 - High Priority
	Oaklane Colony School	1	22	2026-05-01	1	1 - High Priority
	Ponderosa Colony School	1	7	2026-04-23	1	1 - High Priority
	St. Patrick's Roman Catholic School	0	0	2026-04-20	1	1 - High Priority
	St. Patrick's Roman Catholic School	6	158	2026-04-20	1	1 - High Priority
	Taber Christian School	5	109	2026-05-11	1	1 - High Priority
	Taber Christian School	5	107	2026-05-12	1	1 - High Priority
	Taber Christian School	4	84	2026-05-13	1	1 - High Priority
	Vauxhall Elementary School	7	160	2025-11-26	1	1 - High Priority
Subtotal	Sum	75	1531		15	
M.D. Of Willow Creek	Granum School	3	36	2026-04-30	1	2 - Medium Priority
	Greenwood Colony School	1	22	2025-11-12	1	2 - Medium Priority
	Stavely Elementary School	4	76	2026-03-11	1	2 - Medium Priority
	West Meadow Elementary School	7	154	2026-06-08	1	1 - High Priority
	West Meadow Elementary School	7	156	2026-06-09	1	1 - High Priority
Subtotal	Sum	22	444		4	
Mountain View County	Cremona School	8	180	2025-11-24	1	1 - High Priority
	May City Colony School	1	15	2025-12-02	1	1 - High Priority
	Neudorf Colony School	1	12	2025-12-02	1	1 - High Priority
	Olds Koinonia Christian School	7	198	2025-12-01	1	1 - High Priority
	Reed Ranch School	3	50	2026-01-08	1	1 - High Priority
	River Valley School	4	113	2026-03-17	1	1 - High Priority
	River Valley School	11	268	2026-03-16	1	1 - High Priority
	Ross Ford Elementary School	7	159	2026-01-12	1	1 - High Priority
Subtotal	Sum	47	1120		7	
Northern Sunrise County	Good Shepherd School	7	128	2026-06-15	1	3 - Low Priority
	Good Shepherd School	7	111	2026-06-16	1	3 - Low Priority
Subtotal	Sum	14	239		1	
Parkland County	Duffield School	6	77	2026-05-20	1	1 - High Priority
	Entwistle School	4	83	2026-04-09	1	1 - High Priority
	Tomahawk School	4	74	2026-04-13	1	1 - High Priority
Subtotal	Sum	14	234		3	
Ponoka County	Ferrybank Colony School	1	12	2025-09-24	1	1 - High Priority



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School Visits by County: September 2025 - June 2026

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date	School: #	School: School Priority
	Leedale Colony School	1	17	2025-09-24	1	1 - High Priority
	Ponoka Christian School	4	88	2025-10-07	1	1 - High Priority
	Rimby Christian School	4	54	2025-10-06	1	1 - High Priority
Subtotal	Sum	10	171		4	
Red Deer County	Bowden Grandview School	6	122	2026-04-08	1	1 - High Priority
	Delburne Centralized School	8	186	2025-11-12	1	1 - High Priority
	Ecole John Wilson Elementary School	8	165	2026-01-21	1	1 - High Priority
	Ecole John Wilson Elementary School	8	187	2026-01-22	1	1 - High Priority
	Jessie Duncan Elementary School	7	165	2026-01-23	1	1 - High Priority
	Jessie Duncan Elementary School	7	152	2026-01-26	1	1 - High Priority
	Penhold Waskasoo Middle School	10	250	2026-04-07	1	1 - High Priority
	Pine Hill Colony School	1	13	2025-11-20	1	1 - High Priority
	Poplar Ridge School	7	159	2025-11-27	1	1 - High Priority
	Spruce View School	7	147	2025-11-25	1	1 - High Priority
Subtotal	Sum	69	1546		8	
Rocky View County	Beiseker Community School	5	103	2026-06-05	1	2 - Medium Priority
	Fairview Colony School	1	16	2026-05-21	1	2 - Medium Priority
	Indus School	7	128	2026-04-14	1	2 - Medium Priority
	Kathryn School	8	153	2026-06-11	1	2 - Medium Priority
Subtotal	Sum	21	400		4	
Smoky Lake County	H.A. Kostash School	8	172	2026-06-03	1	1 - High Priority
	Holy Family Catholic School	4	56	2026-05-04	1	1 - High Priority
	Onchiminahos School	9	106	2025-09-16	1	1 - High Priority
	Onchiminahos School	7	94	2025-09-17	1	1 - High Priority
	Vilna School	0	0	2026-06-04	1	1 - High Priority
Subtotal	Sum	28	428		4	
Special Area 2	Berry Creek Colony School/Stahl Colony	1	9	2026-05-05	1	1 - High Priority
	Hand Hills Colony School	1	21	2026-03-17	1	1 - High Priority
	J.C. Charyk Hanna School	12	187	2025-09-25	1	1 - High Priority
Subtotal	Sum	14	217		3	
Special Area 3	Assumption Roman Catholic School	4	51	2025-09-23	1	1 - High Priority
	Wind River Colony School	1	17	2026-05-06	1	1 - High Priority
Subtotal	Sum	5	68		2	
Starland County	Blue Sky Colony School	1	21	2025-09-24	1	1 - High Priority
	Cloverleaf Colony School	1	19	2025-09-22	1	1 - High Priority
	Craigmyle Colony School	1	12	2025-09-22	1	1 - High Priority
	East River Colony School	1	10	2026-03-10	1	1 - High Priority
	Neu Muehl Colony School	1	5	2026-03-25	1	1 - High Priority
	Starland Colony School	2	24	2025-09-24	1	1 - High Priority
	Verdant Valley Colony School	1	16	2026-03-25	1	1 - High Priority
Subtotal	Sum	8	107		7	
Strathcona County	Castle Colony School	1	29	2025-09-23	1	1 - High Priority
	Fultonvale Elementary School	6	124	2025-12-01	1	1 - High Priority
	Fultonvale Elementary School	6	145	2025-12-02	1	1 - High Priority
	Fultonvale Elementary School	2	43	2025-12-03	1	1 - High Priority
	Holy Redeemer Catholic School	2	40	2025-11-04	1	1 - High Priority
	Holy Redeemer Catholic School	5	102	2025-11-24	1	1 - High Priority
	St. Luke Catholic School	6	141	2025-12-15	1	1 - High Priority
	Uncas Elementary School	7	168	2026-04-20	1	1 - High Priority
Subtotal	Sum	35	792		5	
Sturgeon County	Bon Accord Community School	8	152	2026-06-10	1	1 - High Priority
	Gibbons School	5	116	2026-04-27	1	1 - High Priority
	Landing Trail School	12	246	2026-04-09	1	1 - High Priority
	Legal Public School	1	13	2025-12-08	1	1 - High Priority
	Legal School	8	112	2026-05-11	1	1 - High Priority
	Morinville Colony School	2	44	2025-09-18	1	1 - High Priority
	Morinville Public School	8	168	2026-05-13	1	1 - High Priority
	Morinville Public School	7	169	2026-05-14	1	1 - High Priority
	Namao School	5	119	2025-12-09	1	1 - High Priority
	Namao School	6	141	2025-12-10	1	1 - High Priority
	Redwater School	3	59	2025-09-25	1	1 - High Priority

School Visits by County: September 2025 - June 2026

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date	School: #	School: School Priority
Subtotal	Sum	65	1339		9	
Vulcan County	Arrowwood Colony School	1	21	2026-03-31	1	1 - High Priority
	Arrowwood Community School	2	44	2025-11-19	1	1 - High Priority
	Brant Christian School	3	71	2025-11-25	1	1 - High Priority
	Champion School	5	66	2026-05-26	1	1 - High Priority
	Lomond Colony School	1	22	2026-05-28	1	1 - High Priority
	Milo School	3	42	2025-11-13	1	1 - High Priority
	Newdale Colony School	1	14	2025-10-03	1	1 - High Priority
	Vulcan Prairieview Elementary School	8	210	2026-04-16	1	1 - High Priority
	Wild Rose Colony School	1	6	2025-11-05	1	1 - High Priority
Subtotal	Sum	25	496		9	
Westlock County	Sunny Bend Colony School	1	17	2025-11-17	1	2 - Medium Priority
Subtotal	Sum	1	17		1	
Wheatland County	Carseland School	5	76	2026-05-20	1	1 - High Priority
	Crawling Valley Colony School	1	13	2026-06-08	1	1 - High Priority
	Ecole Brentwood Elementary School	8	167	2025-12-08	1	1 - High Priority
	George Freeman School	14	312	2026-05-07	1	1 - High Priority
	Glenrose Colony School	1	28	2026-06-10	1	1 - High Priority
	Green Acres Colony School	1	12	2026-06-09	1	1 - High Priority
	Greentree School	8	169	2026-04-28	1	1 - High Priority
	Greentree School	8	152	2026-04-27	1	1 - High Priority
	Midwest Colony School	1	11	2026-06-16	1	1 - High Priority
	Mountain View Colony School	1	11	2026-05-21	1	1 - High Priority
	Poplar Row Colony School	1	9	2026-06-16	1	1 - High Priority
	Rising Sun Colony School	2	35	2026-06-08	1	1 - High Priority
	Rosebud Creek Colony School	1	24	2026-05-19	1	1 - High Priority
	Rosebud River Colony School	1	12	2026-03-06	1	1 - High Priority
	Sandhills Colony School	1	17	2026-05-19	1	1 - High Priority
	Sayre Colony School	1	29	2026-03-06	1	1 - High Priority
	Stahlville/Hines Colony School	1	38	2026-05-19	1	1 - High Priority
	Towers Colony School	1	15	2026-06-09	1	1 - High Priority
	Twin Creeks Colony School	1	19	2026-06-09	1	1 - High Priority
	Wintering Hills Colony School	1	16	2026-06-10	1	1 - High Priority
Subtotal	Sum	59	1165		19	
Woodlands County	Ecole St. Mary School	11	225	2026-03-05	1	2 - Medium Priority
	Ecole St Anne	15	289	2026-05-08	1	2 - Medium Priority
Subtotal	Sum	26	514		2	
Yellowhead County	Crescent Valley School	10	206	2026-05-06	1	1 - High Priority
	Evansview School	5	103	2026-04-09	1	1 - High Priority
	Fulham School	7	31	2025-11-03	1	1 - High Priority
	Jasper Elementary School	11	179	2026-04-10	1	1 - High Priority
	Niton Central School	4	62	2026-05-05	1	1 - High Priority
	Yellowhead Koinonia Christian School	4	50	2025-11-04	1	1 - High Priority
Subtotal	Sum	41	631		6	
Total	Sum	1331	25682		258	



Formerly Farm Safety Centre



SAFETY SMARTS

Helping children recognize hazards
and make safer choices

Farm safety education since September 1998



28 YEARS of Safety Smarts

September 1998 - September 2026



8,806 School visits

Safety learning brought into rural classrooms



45,537 Presentations

Age-appropriate lessons from Kindergarten to Grade 6



921,417 Students reached*

Helping generations of rural children learn to stay safe

Approximate lifetime totals updated September 16, 2026.

Delivery recorded through June 17, 2026. School visits include return visits over the years.

*Cumulative student participations across school years, not unique individuals.

Explore Safety Smarts resources for schools and families

heartlandsupport.ca/centre-resources

Heartland Training & Support Hub

PO Box 291, Raymond, AB T0K 2S0

403-752-4585

heartlandsupport.ca

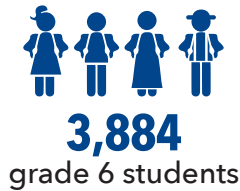


SAFETY SMARTS

BUILDS PRO-SAFETY ATTITUDES AMONG RURAL CHILDREN

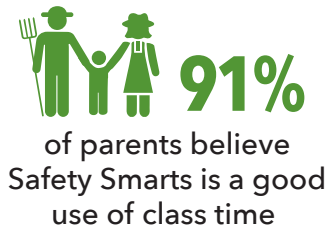


THE EVALUATION HEARD FROM



**“ Grandpa stressed don't touch the PTO...
the Farm Safety Lady explained why. ”**

Through in-person instruction and engaging activities,
children comprehend the possible consequences of their safety decisions.



Safety messages and slogans endure over time

Current students remember



15 years after the presentations, young adults



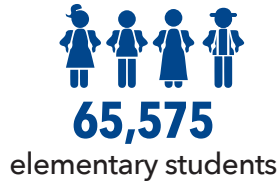
Students intend to practice
safe behaviours



Teachers intend to integrate farm
safety messages throughout the year



In 2016-2017,
Safety Smarts
reached elementary
students in Rural
and Colony schools



We also gratefully acknowledge the generous and consistent support from Counties, MDs and Colonies

AR123304

Dear Chief Administrative Officer:

I am pleased to provide the following reminders and introduce a new reporting tool regarding Intermunicipal Collaboration Frameworks (ICFs). Please review and share with your staff and contractors as appropriate.

General ICF Requirements

All municipalities are required to adopt an ICF with each municipality they share a common border with and notify the Minister within 90 days of the creation, review, or replacement of an ICF. This also includes any ICFs created as the result of dispute resolution.

ICFs must address the five mandatory categories of intermunicipal services: transportation, water and wastewater, solid waste, recreation, and emergency services. An ICF may also include non-mandatory services that both municipalities have agreed should be addressed., except for those provided by a third-party.

If your ICF does not meet the current legislative requirements, it is necessary to discuss with your neighbouring municipality what steps are necessary to ensure your ICF is compliant. This may mean that an ICF will need to be reviewed prior to the next intended review date.

Please refer to your current ICF for agreed upon review dates, protocols for review, and dispute resolution processes.

Former Growth Management Board Members

For former growth management board member municipalities, ICFs are to be completed by November 30, 2027.

Opt-Out for Municipal Districts

Municipalities that are named as a municipal district in their formation order can consider opting out of having an ICF with a neighbouring municipality if it is also formed as a municipal district.

Municipal districts **may not** opt out of having an ICF with other type of municipalities such as summer villages or specialized municipalities.

To opt out of having an ICF, both municipal districts must undertake the actions outlined in *Municipal Government Act (MGA)* Section 708.28 (1.3 and 1.4):

A municipal district that under *MGA* subsection (1.1) does not enter into a framework must

- a) adopt a resolution that intermunicipal services have been and will continue to be adequately provided by other means,

- b) notify the Minister of its decision not to enter into a framework by sending a copy of the resolution to the Minister, and
- c) publish, on the municipal district's website, the reasons for not having a framework.

Municipalities must notify the ministry of their opt out agreement through the new ICF Reporting Tool (see below). Documentation indicating these three requirements have been met can be submitted through this new portal. If a companion notification has not been received from the partner in the opt-out, the municipality will be advised that the opt-out is not confirmed until that notification is received. Both municipalities will receive confirmations once both notifications are received.

NEW: Notifying of ICF status updates and opt-out agreements

Municipalities must notify the Minister of Municipal Affairs when an ICF is initially completed and each time it is reviewed. The ministry has a new tool to streamline these notifications and to provide municipalities with a summary of the status of their ICFs.

The ICF Reporting Tool has been added as a new tile on the existing Municipal Submission Dashboard. This is the same link and location that you would have used for reporting the 2025 Financial Information Returns (FIRs) and 2026 Tax Rate information; in the coming weeks you will receive an email from ma.updates@gov.ab.ca with your municipality's link. Submission through the Dashboard constitutes notification for the purposes of reporting ICF completion, opt-out notification, and ICF review.

The ICF Reporting Tool has been pre-populated with all ICF relationships that apply to each municipality. Updates will require inputting dates (e.g. date the council resolution was passed) and selecting from a series of drop-down menus to complete other sections. Other information, such as whether external mediation support was needed to successfully reach agreement, is also requested. This information assists the ministry in understanding what resources and supports may be important to continue and/or enhance.

Municipalities are responsible for reviewing and updating the information for each partnership only when changes are made; scheduled or regular updates are not required.

Once the reporting is submitted, ministry staff will review and contact the municipality if additional information or clarification is required.

Please see the attached Access Information and Frequently Asked Questions document. A User Guide for the reporting tool is accessible through the new ICF tile in MFIS.

Support for completing ICFs

Information and resources about ICFs is available on the ministry's website at [Intermunicipal Collaboration Frameworks | Alberta.ca](https://www.alberta.ca/intermunicipal-collaboration-frameworks).

Municipalities may apply for grant funding under the [Alberta Community Partnership](https://www.alberta.ca/alberta-community-partnership) program (Mediation and Cooperative Processes stream) to assist with developing their ICFs, including support for hiring an external facilitator or mediator.

Ministry staff are also available to answer questions and provide guidance. Please contact the Municipal Collaboration team at icf@gov.ab.ca or call toll free 310-0000 then dial 780-427-2225.

Thank you,

A handwritten signature in black ink, consisting of stylized initials 'EB' followed by a long horizontal stroke.

Ethan Bayne
Assistant Deputy Minister, Municipal Services Division
Alberta Municipal Affairs

Intermunicipal Collaboration Framework (ICF) Reporting Portal

How to Access the ICF Reporting Tool

Under the *Municipal Government Act (MGA)*, municipalities are required to establish and maintain an **Intermunicipal Collaboration Framework (ICF)** with each municipality with which they share a common boundary, unless an exemption has been provided by the Minister of Municipal Affairs. Municipalities must notify the Minister of Municipal Affairs when an ICF is initially completed and each time it is reviewed.

To support municipalities in meeting these reporting requirements, an ICF Reporting Tool has been added as a new tile on the Municipal Submission Dashboard found in the Municipal Financial Information System (MFIS). Submission through the Dashboard constitutes notification for the purposes of reporting ICF status.

The ICF Reporting Tool allows municipalities to report on and view their own ICF information related to:

- the status of the ICF agreements with each partner municipality, including opt-out agreements;
- mandatory and non-mandatory services, their delivery, and their planning, delivery and funding;
- use of dispute resolution process including mediation, voluntary and mandatory arbitration;
- completed and outstanding status report;
- incomplete status updates, allowing for the municipalities to return and complete them; and
- history of submissions.

Municipalities are NOT required nor able to submit a copy of their ICF agreements (i.e. a document) to this Portal. This is a status reporting tool only.

A User Guide for completing status updates in the Reporting Tool is available on the Submission Dashboard.

To get started: An email with your municipality's customized link to the MFIS platform will be sent shortly from ma.updates@gov.ab.ca. This is the same link that is used to complete Financial Information Returns and Tax Bylaw information. Access the MFIS submissions portal as would be done to complete financial information return submissions. On the Intermunicipal Collaboration Framework (ICF) tile, you will have the option to select the "Manage ICF Submissions" button to complete your reporting and/or access the User Guide using the link just below the submission button.

The screenshot displays the MFIS Submission Dashboard with several reporting tiles:

- 2026 Financial Information Return** (Blue tile): Due May 1, 2026. Includes 'Submit' and 'Request an Extension' buttons, and a 'Download 2026 FIR Package' link.
- 2027 Municipal Tax Rate** (Yellow tile): Due July 1, 2026. Includes a 'Submit' button and a 'Download 2027 TAX Package' link.
- 2026 Municipal Indicators** (Green tile): Awaiting FIR Submission...
- 2026 Municipal Census Notification** (Orange tile): Due Sat Aug 01, 2026. Includes a 'Submit' button.
- Intermunicipal Collaboration Framework (ICF)** (Light Blue tile): Highlighted with a red border. Shows 'Partner Agreements: 11 Submitted: 0 / 11', a 'Manage ICF Submissions' button, and a 'Download Submission Instructions' link.

A callout box on the right provides technical support contact information:

*For technical support,
contact the MFIS
administrator at
ma.updates@gov.ab.ca*

Intermunicipal Collaboration Framework (ICF) Reporting Portal

Frequently Asked Questions

With the coming into force of *Municipal Affairs Statutes Amendment Act* in May 2025, municipalities must engage in discussions with their neighbouring municipalities to review their ICF to ensure that it includes the mandatory services in the *Municipal Government Act (MGA)* section 708.29 and adopt the reviewed ICF by resolution or by bylaw. Each municipality is required to notify Alberta Municipal Affairs within 90 days of the adoption of their reviewed and approved ICF with each partner municipality.

These ICF status updates can now be made using a new online Reporting Portal which is accessible through the existing Municipal Affairs Municipal Financial Information System (MFIS) portal.

Please contact icf@gov.ab.ca if you have any specific questions in addition to those below.

Where do I find the ICF Reporting Portal?	The Reporting Portal is located in MFIS. Please look for the link in your notification email for MFIS. You will find an Intermunicipal Collaboration Framework (ICF) tile on the Municipal Submission Dashboard .
Is there an instructional guide or support for completing reporting?	Yes, an ICF Reporting Portal User Guide has been created and is available for download on the ICF tile once you log into MFIS. If you have technical issues, please contact your MFIS Administrator or email ma.updates@gov.ab.ca If you have questions regarding what is required to be reported, please contact the icf@gov.ab.ca team for support.
What information will I see in the portal?	The portal provides a list of each of the ICFs you are required to complete with your neighbouring municipalities. Exceptions such as exemptions and opt-outs will be noted. You will also be able to view: • Information about the ICF agreement including the adoption date, the date of the last ICF, the date for the next ICF review, and the resolution or bylaw number for the current ICF. • Information about the service area status. Service area status includes the five mandatory services that an ICF must include, how they are provided, and how the agreement was reached – either through the use of mediation, voluntary arbitration, or mandatory arbitration that is described in the ICF's dispute resolution provisions. Municipalities may list the non-mandatory services that are included in an ICF.

When do I have to update the ICF reporting?	Municipalities must notify the ministry every time a framework and/or a replacement framework is created within 90 days of creation (<i>MGA</i>, s. 708.33(4)). This includes, but is not limited to: • when a framework is amended due to issues with the current ICF; • there is an update on the status of the ICF; and/or • disputes arising from an agreement, review process, and/or arbitration. An ICF status update is the responsibility of each municipality to report on behalf of themselves. However, an ICF update must be completed by both partnering municipalities to be deemed “complete.” If a partner submission is missing or notification documentation has not been submitted (e.g. that two municipalities are opting out), ministry staff may reach out to assist in getting all the documentation complete. You may complete status updates for one or more ICFs at any time.
Does the Ministry approve our ICF?	ICF content is not approved by the ministry and ICFs themselves are not submitted. The ministry confirms that the legislative requirements for ICFs are met in a timely manner and received from all partners, based on the content provided in the Reporting Portal.
Do I have to complete the reporting form all at once?	No, you may save a draft of your submission and return to it later. Simply start the form and ensure you have completed the contact information (Name, Title, Email) section to save a draft.
We are a municipal district which has agreed to opt out of an ICF with our neighbouring municipal district. Do I report this in the portal?	The ministry must be notified when two municipal districts that share a border agree to opt out of having an ICF between them. There are two parts to the notification: 1) To record the opt-out agreement in the Reporting Tool, check the opt-out agreement button, and record the reasons that your municipalities have agreed to opt out of having an ICF. You will need to include the council resolution number and a link to your website that notifies the public of the reasons that you have opted out of an ICF. 2) Email a letter providing notification of your municipality’s opt-out decision and copy of the council resolution to icf@gov.ab.ca. Both opting out municipalities must provide this notification. The ICF portal will identify the opt out as “Pending” until both municipal districts have completed their notification. Ministry staff will review the notification, contact the municipalities about incomplete information if needed, and confirm the opt-out via return email to the municipalities and in the portal.

INTERMUNICIPAL COLLABORATION FRAMEWORK

Between

SUMMER VILLAGE OF ISLAND LAKE

And

ATHABASCA COUNTY



March 2020 – DRAFT

WHEREAS, The Summer Village of Island Lake and Athabasca County share a common boundary; and

WHEREAS, The Summer Village of Island Lake and Athabasca County share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that describes the services to be provided under the framework that benefit residents in more than one of the municipalities that are parties to the framework, identifies which municipality is responsible for providing which services and outlines how the services will be delivered and funded.

NOW THEREFORE, by mutual covenant of the Parties hereto it is agreed as follows:

1. DEFINITIONS

- 1) In this Framework, words have the same meanings as set out in the *Municipal Government Act*, except that:
 - a. "Framework" means this intermunicipal collaboration framework entered into by the Parties pursuant to part 17.2 of the *Municipal Government Act*.
 - b. "Parties" means The Summer Village of Island Lake and Athabasca County, and "Party" means any one of them.
 - c. "Service Agreement" means a legally binding agreement such as a Contract, Agreement or Memorandum of Understanding that is signed by both parties.
 - d. The word "shall" be interpreted as meaning an obligatory direction.

2. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Framework shall come into force on final passing of resolutions by both municipalities authorizing the signing officers of the Party to sign the Framework agreement.
- 2) This Framework may be amended by mutual consent of the Parties.
- 3) It is agreed that the Parties shall meet at least once every five (5) years, or upon request by either Party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election to review the terms and conditions of this Framework.

3. INTERMUNICIPAL COOPERATION

- 1) Both The Summer Village of Island Lake and Athabasca County are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
- 2) The Summer Village of Island Lake's CAO and Athabasca's County's County Manager will communicate to each other in a timely manner on any items that might be of significance for intermunicipal cooperation or for this Framework.
- 3) The Council of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

4. GENERAL SERVICE PROVISION

- 1) The Parties have agreed that the best and most efficient way to provide services to residents is to continue providing services independently or through the various arrangements that each party currently has with their respective neighbours.

5. INTERMUNICIPAL SERVICE PROVISION

In congruence with the *Municipal Government Act*, the following section outlines the level of shared service provision between The Summer Village of Island Lake and Athabasca County:

1) Emergency Services:

- a. The Summer Village of Island Lake and Athabasca County have a Mutual Fire Aid Agreement in place for mutual fire aid assistance to each party on an as-needed basis. When a request for assistance is received or confirmed by the Requesting Party's Authorized Representative and the Supplying Party provides assistance, the Requesting Party shall compensate the Supplying Party for applicable labour and equipment as per the rates set out in current bylaws or policies of the Supplying Party.
- b. The Parties shall, from time to time, arrange for the transfer of information and records sufficient to enable the Parties to effectively provide Assistance when and if called upon. Each party shall provide such information and documentation upon request being made, as noted above, prior to, during, after, and in anticipation of any request for Assistance giving rise to the operation of the provisions of this Agreement.

2) Other Services:

- a. The Summer Village of Island Lake and Athabasca County plan to complete an Intermunicipal Development Plan by April 1, 2021.

6. COLLABORATION PROCESS

- 1) In their present circumstance, neither Party intend to engage in future projects or agreements with one another in the foreseeable future, apart from mutual aid agreements that may be renewed or amended in the future. However, if a circumstance arises that one Party wishes to enter into an Intermunicipal Service Agreement, sections 6(2) to 6(10) of this Framework procedure shall dictate the process.
- 2) In the event either Party believes the development of a new project and/or service may benefit residents of the other Party and require a cost-sharing Agreement, the initiating Party's Chief Administrative Officer/County Manager shall notify the other Party's Chief Administrative Officer/County Manager of such a development and/or service being considered for construction or development.
- 3) The initial notification, as referenced in section 6(2) of this Framework, will include a general description of the project, estimated costs and timing of expenditure. The other Party will advise if they have objections in principal to provide funding to the project and provide reasons. An opportunity to discuss will be provided to discuss the project at future Council meetings.

- 4) Once either Party has received written notice of a new project, Council meetings must be held within thirty (30) calendar days of the date the notice was received, unless the Chief Administrative Officer/County Manager agree otherwise.
- 5) Council meetings will be the forum used to address and develop future mutual aid agreements and/or cost-sharing agreements. In the event that the Parties are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7.
- 6) When developing Service Agreements, the Parties shall clearly identify which municipality will lead service delivery for the service(s).
- 7) When developing Service Agreements, the Parties shall determine the appropriate funding for the service(s) being discussed.
- 8) All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue the service delivery.
- 9) All future Service Agreements shall set out a time frame for the delivery of the service(s) been discussed including the start date of the service delivery.

7. DISPUTE RESOLUTION

- 1) The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal and cost-efficient manner.
- 2) The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) When a Party believes there is a dispute under the Intermunicipal Collaboration Framework and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer/County Manager of the other Party to attempt to negotiate a resolution to the dispute.
- 4) If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officer/County Manager, the dispute will be referred to the Councils of the Parties, or designates, to attempt to negotiate a resolution to the dispute.
- 5) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the parties.
- 6) Mediation of a dispute shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
- 7) If a dispute is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

8. CORRESPONDENCE

1) Written notice under this Agreement shall be addressed as follows:

In the case of The Summer Village of Island Lake to:

The Summer Village of Island Lake
c/o Chief Administrative Officer
Box 8
Alberta Beach, AB
T0E 0A0

In the case of Athabasca County to:

Athabasca County
c/o County Manager
3602 – 48 Avenue
Athabasca, AB
T9S 1M8

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties signed this _____ day of _____, 2021, at _____, Alberta.

SUMMER VILLAGE OF ISLAND LAKE

ATHABASCA COUNTY

Mayor

Reeve

Chief Administrative Officer

County Manager