

# TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

## REGULAR COUNCIL MEETING MINUTES

**MEETING 26-08**

**April 21, 2026**

### **Councilors in Attendance:**

Councilor - Simon Ross

Councilor - Bill Ardley

Councilor/Deputy Mayor - Sharon Pegg

Mayor - Sam Jackson

Councilor - Mark Johns

Councilor/Secretary - Curtis Carriere

Regrets - Councilor / Treasurer - Rollie Nichol

**Administration Present:** Gord Tate - CAO

### **1. Call to Order**

The meeting was called to order at 19:01 by Mayor Jackson

### **2. Land Acknowledgement**

"We, the residents of Redwood Meadows, acknowledge the traditional territory as a sacred place within Treaty 7 and the Tsuut'ina first nation. With gratitude and mutual respect we acknowledge the ancestral home, culture and teaching of the people and the animals on this shared land. We also acknowledge the Metis Nation of Alberta, Rockyview District 4. We share the responsibility going forward to ensure together we honour the journey of truth and reconciliation. We appreciate the privilege of meeting here today."

Crafted by Sharon Pegg - Presented by Mayor Jackson

### **3. Agenda Confirmation**

Motion to approve the agenda as amended. Moved by Councilor Pegg and seconded by Councilor Ross. Unanimous in favor, motion carried.

### **4. Approval of Previous Minutes**

Motion to approve the meeting minutes of April 07, 2026 as presented. Moved by Councilor Ardley, seconded by Councilor Pegg, vote was unanimous in favor, motion carried.

**5. Visitation - RMCA** - Resident Marilyn Engelbert updated council on the planned upcoming events sponsored by the RMCA. Events include National Indigenous Peoples Day, Canada Day - which will be cost shared with the Townsite, Mother's Day, Casino at the end of August - volunteers needed. Spring sports has been organized and is scheduled to start in May.

### **6. Review of Action Items**

See attached list.

## 7. Committee Updates -

- **Infrastructure** - Townsite had met with TTN - Lyle Dodginghorse and reviewed the upcoming installation of the new Rogers communication tower - scheduled construction start of May/June. Co-ordination of construction is essential with the fire hall building 2 construction to start at approximately the same time. TTN/Rogers to forward the construction drawings to the Townsite.
- **Finance** - The Sylogist Software demonstration was held on April 17th attended by the finance committee. The initial start up meeting is scheduled for May 4th.
- **Bylaw** - Review of final draft of the Land Use Bylaw was deferred until Councilor Nichol is in attendance.
- **Intergovernmental** - No new updates.
- **Liaison** - Review of the minutes from the last meeting had some inaccuracies, Gord Tate will summarize and have Mayor Jackson and Councilor Ross review prior to sending back to TTN. No new meeting date has been set.
- **Fund Raising** - Fundraising posters will be distributed to local businesses. Fundraising inertia has slowed. Additional incentives at upcoming Redwood events were discussed.

## 7. ADMINISTRATION UPDATES

See attached report.

## 8. UNFINISHED BUSINESS

- **Emergency Response Plan (ERP)** - Council has decided to hold a working session on June 10th which will immediately follow the 3pm scheduled meeting with MLA Sarah Elmeligi. Councilors are encouraged to review the existing ERP plan previously distributed as well as reviewing Diamond Valley's ERP which is available on the internet.
- **"APP" for Notifying Residents** - Administration had compiled a spreadsheet of 14 companies that could provide an emergency call out service. Council reviewed the information and instructed Administration to finalize an agreement with a company and implement the service and report back to council.
- **MNP Financial Audit** - MNP was in the final stages of the audit. The administration will set up MNP to review their findings for the next council meeting on May 5th.
- **Clerical Amendments to the Administration Bylaw** - Administration had tabled proposed clerical amendments to the current Administration Bylaw. Council reviewed the amendments and confirmed that the changes be put forward to the Society at the AGM in May. Administration will send out the proper notification to the public as per our bylaws.
- **Police Station Sublease** - Nothing received to date from TTN.

## 9. NEW BUSINESS

- **Taxation and Assessment Notices** - The taxation and assessment notices have been mailed out to all Society homeowners.
- **AGM** - Meeting is set for May 27th at 7pm. Administration will draft an agenda for the meeting and distribute it to all councilors for their input.
- **Chatter** - Councilor Pegg has taken on resurrecting the "Chatter" newsletter and provided a draft of the initial publication. The first issue will be scheduled for distribution in May via the website,

administration will print some copies for distribution at the mail boxes. Councilor Pegg will undertake the ownership of the "Chatter" until such time a permanent ownership can be confirmed. Councilor Pegg will create a new name for the newsletter.

- **Cheque Run** - Spreadsheets detailing the cheque run for April 21st were distributed to all present.

**Motion: Moved by Councilor Johns to approve the Operations cheque run dated April 21, 2026 in the amount of \$24,468.67. Seconded by Councilor Pegg . Discussions. The vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Ardley to approve the EFT Operation transfers dated April 21, 2026 in the amount of \$16,616.57. Seconded by Councilor Pegg . Discussions. The vote was unanimous in favor. Motion carried.**

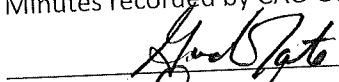
**Motion: Moved by Councilor Ardley to approve the Capital expenditures dated April 21, 2026 in the amount of \$79,556.93. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried.**

**10. IN CAMERA – No session required**

**11. ADJOURNMENT**

**Motion to adjourn. Moved by Councilor Carriere at 20:34**

Minutes recorded by CAO Gord Tate - Next Meeting -May 05, 2026 at 19:00 hrs.

 \_\_\_\_\_ Gord Tate - CAO

 \_\_\_\_\_ Secretary - ~~Curtis Carriere~~  
Mayor - ~~Sam Jackson~~

## Townsite Manager's Report April 21, 2026

- **FRIAA Grant / FireSmart** - Project will be completed by April 23rd. Final project report is being compiled by Ebbs Forestry Service
- **Canada Summer Jobs Grant** - We received confirmation that our application was successful. We will start the process for advertising for the 2 positions. Administration has already received 5 applications.
- **CFEP Grant** - Application has been submitted to build a raised covered bandstand at the southeast corner of the sports field and a shade gazebo next to the Curtis Park playground. Acceptance won't be confirmed until July of 2026. **Update:** CFEP has had a preliminary review of our application, minor adjustments made, final review and notification will be completed in July.
- **RMES Fire Hall** - Administration has been in communication with the insurer finalizing an acceptable floor plan. Administration is in ongoing discussions with Kumlin Sullivan Architects and will be meeting with them on April 29th to finalize the documents.

Gord Tate - Townsite Manager

COUNCIL ACTION ITEM LIST - April 21, 2026

Action Item	Description	Action By	Target Date
Intergovernmental/Infrastructure committee	<b>Councillor Nichol has been in contact with Belen at RVC further follow up pending.</b> <b>Keep the line of communication open with Rockyview County and TTN about RMES funding</b>	Action By Rowland Nichol Curtis Carriere Mark Johns	Ongoing
Liaison Committee	<b>Review stewardship agreement, land use agreement addressing the new Tosguna police station and taxation.</b> <b>Next meeting still to be confirmed</b>	Sam Jackson Simon Ross  TTN & Macushlaw Legal	Ongoing
Tosguna Police Station	<b>Develop land use agreement before the development of the Tosguna station</b> <b>No response from TTN - Macushlaw has been engaged</b>	TTN Gord Tate Macushlaw	May
MAGE Contract	<b>Mage -fibre optics legal review</b>	townsite/legal	May
Emergency Response Plan (ERP)	<b>Review the community ERP plan</b> <b>Councilor Carriere completed his review, action items were distributed to all councilors for their review.</b>  <b>Dedicated ERP discussion day is required.</b> <b>Jun 10, 2026</b>	Council	April 21st
Rehabilitation Centre	<b>TTN did not attend the town hall - it seems we would need to reach out to AHS to discuss future operations</b> <b>Councillor Nicholl has reached out to the Province and to AHS</b>	Council	May
Waste Management	<b>Bluplanet contract is up in August. Tender calls will be posted in July</b> <b>Review cost savings to go to alternating by-weekly service</b>	Townsite	June