

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 26-07

April 07, 2026

Councillors in Attendance:

Councilor/Treasurer - Rowland Nichol

Councilor - Bill Ardley

Councilor/Deputy Mayor - Sharon Pegg

Councilor - Mark Johns

Councilor/Secretary - Curtis Carriere

Regrets - Councilor Simon Ross, Mayor Sam Jackson

Administration Present: Gord Tate - CAO

1. Call to Order

The meeting was called to order at 19:02 by Deputy Mayor Sharon Pegg

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 Councilor Bill Ardley

3. Agenda Confirmation

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

4. Approval of Previous Minutes

Motion to approve the meeting minutes of March 17, 2026 as presented. Moved by Councilor Ardley, seconded by Councilor Johns, vote was unanimous in favor, motion carried.

5. Review of Action Items

See attached list.

6. Committee Updates -

- **Infrastructure** - MAGE has completed their installation to the centre section of the Townsite and the system is activated.

- **Finance** - The finance committee completed their review of the submissions for the new accounting software. The successful bidder was Sylogist, a contract has been signed, Sylogist will conduct a demonstration seminar for the finance committee on April 10th at 3pm.
- **Bylaw** - Third and final reading of the Sign Bylaw was tabled.

Motion: Moved by Councilor Nichol to proceed with the third and final reading of the amended Signs Bylaw as presented. Seconded by Councilor Johns. Discussion. Unanimous in favor. Motion carried. The bylaw is now in effect.

Administration will create a final approved copy for signing, once signed it will be posted on the website.

Councilor Nichol tabled that the existing Chief Elected Official - Bylaw 2001-02 was redundant as the bylaw is mirrored in the current Administration Bylaw.

Motion: Moved by Councilor Nichol to repeal the existing Chief Elected Official Bylaw 2001-02 as the process is covered in the current Administration Bylaw. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried.

Administration will remove Bylaw 2001-02 from the website.

Councilor Nichol had distributed the updated Access to Information and Protection of Privacy Bylaw, formerly the Freedom of Information and Protection of Privacy Bylaw, to all councilors and requested that it be reviewed in advance of the next meeting where it will proceed to first reading.

- **Intergovernmental** - Councilor Nichol had no new updates.
- **Liaison** - The "Teams" meeting was held on March 19th. No agenda was circulated. Discussions revolved around two topics. The first was the Redwood Town Hall meeting scheduled for March 24th - where the Tsuut'ina, Tosguna Police and RMH Consulting who were scheduled to attend backed out of attending the meeting. The second discussion revolved around taxation, the Townsite administration was requested to forward our mill rate for the upcoming taxation year. Further discussions included the level of reserves the Townsite had in place for infrastructure.
- **Fund Raising** - Councilors Ardley, Nichol and Johns provided updates from their individual targeted groups. It was noted that the RebuildRMES website was down - Administration confirmed that RMFA - Alison Archambault - was working on restoring the website. The posters have been printed and were available for pick up after the meeting. It was noted that when posting signage at Provincial day use areas in parks requires government approval. The next fundraising committee meeting is scheduled for Friday April 17th at 3pm.
- **RMCA** - Councilor Carriere and RMCA Board member Marilyn Engelbert provided an update of the recent and future events. Events to date have been well attended, funds were raised for the Rebuild RMES at the St. Patrick's Day Games Night and at the Easter Celebration. The garden committee is preparing for the new season, spring sports is being organized, a community cafe is scheduled for April 10th, a casino event is scheduled for the end of August, volunteers are needed. RMCA enquired as to what work was scheduled for the sports field this year. Administration stated that in the spring aeration, fertilizer and herbicide would be applied and then in the fall top dressing and overseeding would take place.

7. ADMINISTRATION UPDATES

See attached report.

8. UNFINISHED BUSINESS

- **Emergency Response Plan (ERP)** - Councilor Carriere has reviewed the existing ERP and compiled a list of action items needing to be addressed in order to ensure our ERP is current and complete. Discussions were had reviewing the critical items such as emergency call out to residents and completing the minimum requirements for the lead team members. Consultation with the RMES is mandatory. Councilor Nichol suggested an independent working session for council would allow the time needed to further understand the requirements for the ERP. Administration tabled a copy of the Diamond Valley ERP and Bylaw which was more scaled down than our current copy. Councilor Carriere will review.
- **MNP Financial Audit** - MNP has one more day of work in order to conclude the field review of the Townsite's finances. MNP has scheduled April 10th to complete their work.
- **"APP" for Notifying Residents** - Councilors Pegg and Nichol had completed a preliminary review of three services. These services would be for advising Society members in the event of an emergency. Councilor Nichol stated the service he reviewed had a price tag of \$10,000/month. Administration will have staff pursue all options, third party service, or an in house service and report back to council at the next meeting.
- **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.

9. NEW BUSINESS

- **Review of Town Hall Meeting and Tosguna Open House** - Brief discussions were had, both events were well attended. At the Tosguna Open House, 7 representatives from Tosguna addressed the questions raised by the public. Renderings of the proposed station and site plan were available for all to review. The administration has put up a display of the drawings in the lobby for all visitors to review. The Town Hall discussed the fundraising efforts for the RebuildRMES, the Firesmart project, the proposed police station and infrastructure. Society members in attendance raised a number of concerns with the police station - council is committed to ensure that a sublease contract will be in place prior to any construction starting and that council had engaged Macushlaw to ensure our Townsite rights were addressed.
- **2026 Taxation Mill Rate Assessment Bylaw** - Administration received the Province's education requisition on March 26th. The taxation rates were able to be finalized. Bylaw 2026-03 is drafted and prepared for council review and action.

Motion: Moved by Councilor Nichol to approve the first reading of the Redwood Meadows Mill Rate and Assessment Adoption Bylaw as presented. Seconded by Councilor Carriere. Discussion. The vote was unanimous in favor, motion carried.

Motion: Moved by Councilor Johns to approve the second reading of the Redwood Meadows Mill Rate and Assessment Adoption Bylaw as presented. Seconded by Councilor Ardley. Discussion. The vote was unanimous in favor, motion carried.

Motion: To move to the third and final reading of the Redwood Meadows Mill Rate and Assessment Adoption Bylaw. Moved by Councilor Nichol and seconded by Councilor Ardley. Discussion. The vote was unanimous in favor. Motion carried

Motion: Moved by Councilor Nichol to approve the third and final reading of the Redwood Meadows Mill Rate and Assessment Adoption Bylaw as presented. Seconded by Councilor Ardley. Discussion. The vote was unanimous in favor, motion carried. Bylaw 2026-03 is approved and in effect.

- **Cheque Run** - Spreadsheets detailing the cheque run for March 3rd were distributed to all present.

Motion: Moved by Councilor Nichol to approve the Operations cheque run dated April 07, 2026 in the amount of \$58,711.75. Seconded by Councilor Ardley . Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Johns to approve the EFT Operation transfers dated April 07, 2026 in the amount of \$14,350.81. Seconded by Councilor Ardley . Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Nichol to approve the Capital expenditures dated April 07, 2026 in the amount of \$204,381.47. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried.

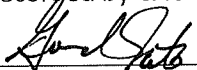
10. IN CAMERA – Motion to go “In Camera” session by Councilor Nichol at 21:14, Personnel FOIPP

Motion to come out of “In Camera” Session at 21:34.

11. ADJOURNMENT

Motion to adjourn. Moved by Councilor Johns at 21:35

Minutes recorded by CAO Gord Tate - Next Meeting -April 21, 2026 at 19:00 hrs.

 _____ Gord Tate - CAO

 _____ Secretary - Curtis Carriere

COUNCIL ACTION ITEM LIST - April 07, 2026

| Action Item | Description | Action By | Target Date |
|--|--|--|--------------|
| Intergovernmental Committee | Establish a committee, develop an action plan | Rowland Nichol Sam Jackson | Ongoing |
| Intergovernmental/Infrastructure committee | Councillor Nichol has been in contact with Belen at RVC further follow up pending. Keep the line of communication open with Rockyview County and TTN about RMES funding | Action By Rowland Nichol Curtis Carriere Mark Johns | Ongoing |
| Liaison Committee | Review stewardship agreement and land use agreement addressing the new Tosguna police station. | Sam Jackson Simon Ross TTN & Macushlaw Legal | Ongoing |
| Tosguna Police Station | Develop land use agreement before the development of the Tosguna station | TTN Gord Tate | Apr 21, 2026 |
| MAGE Contract | Mage -fibre optics legal review | townsite/legal | April |
| Emergency Response Plan (ERP) | Review the community ERP plan Councilor Carriere completed his review, action items were distributed to all councilors for their review. | Council | April 7th |
| Rehabilitation Centre | TTN did not attend the town hall - it seems we would need to reach out to AHS to discuss future operations | Council | Feb/March |
| Waste management | Bluplanet contract is up in August. Tender calls will be posted in July Review cost savings to go to alternating by-weekly service | Townsite | June |
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Townsite Manager's Report April 07, 2026

- **FRIAA Grant / FireSmart** - Work is 80% completed, Final GPS of the zones to confirm the areas cleared meet the FRIAA requirements, this will be completed by Keith Ebbs. The last areas zones 7 adjacent to the sports field and zone 12 will be started once all other zones have been cleaned up and finished. The FireSmart crews will be off site during the week of April 13th returning April 20th to finish the project. We are collecting quotations from the tree nurseries in advance of the tree planting project for later this spring. Administration has submitted the second progress claim to the Province.
- **Wawanesa Firesmart Grant** - Our application was not selected. We will submit again once the process opens.
- **Alberta Youth Employment Grant** - Administration has met the requirements for the grant and have submitted our claim for \$4,000.00 which is applied against our operations employee wages.
- **Canada Summer Jobs Grant** - The grant application has been submitted. Waiting on their review and decision. **Update:** Status remains the same - waiting on response from the Feds.
- **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** - The prime consultant was awarded to Kullim Sullivan Architects - design is underway, first drafts for review were received April 6th. Mayor Jackson is having ongoing discussions with our insurer AlbertaMunis focusing on the insurance settlement for the building contents.
- **MAGE** - Work has been completed and the system activated for the "centre third" of the community. MAGE will now promote their product/service. Preliminary information received from MAGE is that they will proceed with the remaining area in Redwood. This work will depend on MAGE/Fortis to install the required disconnects to the light poles.
- **MNP Audit** - MNP has been working on the audit and will have one additional site visit to complete their data research which is scheduled for April 10th.

Gord Tate - Townsite Manager