

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 25-13

August 12, 2025

Councilors in attendance:

Councilor/Treasurer - Dominique Stadel

Councilor Simon Ross

Councilor - Joan Evans

Councilor/Mayor - Sam Jackson

Councilor - Curtis Carriere

Regrets: Renita Hoskins and Rolland Nichol

Administration present:

Townsite Manager- Gord Tate

1. Call to Order

The meeting was called to order at 18:59 hrs. 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 Sam Jackson

3. Approval of Agenda

Motion to approve the agenda as amended. Moved by Councilor Evans, seconded by Councilor Stadel, unanimous in favour, motion carried.

4. Visitation - Scheduled visitation with Fire Chief Rob Evans was deferred - Rob Evans sent his regrets

5. Approval of Previous Minutes

Meeting Minutes of June 17, 2025. Moved by Councilor Stadel to accept the minutes as presented. Seconded by Councilor Evans. Unanimous in favour. Motion carried.

6. Review of Action Items

List updated. See Attached

7. Committee Updates

- **Infrastructure** - Meeting with MAGE scheduled for August 13th, Sam Jackson, Curtis Carriere and Gord Tate. Discussions will focus on MAGE's Internet rollout for Redwood Meadows
- **Finance** - Committee needs new volunteers.
- **Bylaw** -. The Animal Control bylaw will be deferred until September.
- **Intergovernmental** - No new update.
- **Liaison** - Next meeting pending confirmation from TTN.

8. Administration Updates

Reference attached report for both July 8th and August 12th.

10. UNFINISHED BUSINESS

- **Enforcement and Fines Bylaw** - Council proceeded with the third and final reading.
Motion: Moved by Councilor Ross to complete the third and final reading of the Enforcement and Fines Bylaw as presented. Seconded by Councilor Stadel. Discussion - confirmed that no new or additional input was received from the Society members. The vote was unanimous in favor. Third and final reading passed and the bylaw is now in effect.

The administration will number the bylaw and post it on the website.
- **Raymond James Investment Accounts** - Administration distributed the current balance sheet from Raymond James along with the Redwood Meadows PVP Fund Investment Policy. Councilors will review the policy and table recommendations for the investment strategy. The administration will also copy Raymond James with the same policy for their advice on an investment plan. Further discussion will take place at the next meeting.
- **Councilor's Corner** - Councilor Evans tabled a template for the Councilor's Corner, it was distributed to all present. Councilor Evans volunteered to complete both the August and September submissions which will be posted in future Updater postings.

11. NEW BUSINESS

- **Meeting with Tosguna Police Chief Blake** - Mayor Jackson updated the council from the conversations at the meeting. Construction was likely to start in the fall, Chief Blake still planned to host an open house with the residents of Redwood Meadows once the plans were finalized. Chief Blake also updated on how Tosguna Police were financed through TTN. Action item: for council to research on funding avenues from the Provincial and or Federal authorities.
- **ATB Transition** - Administration stated that the accounts have been established and now that staff member Eric Rogers had returned from holidays we would start the final transition process from RBC to ATB.
- **Fall Elections** - The following schedule for the fall elections is in place - September 5th notice for nominations, September 19th is nomination day closes, Town Hall September 24th to meet the candidates, October 6th advertising for election day, Advance poles October 16th, Election day October 20th.

- **FRIAA** - Administration advised council that we would be submitting an application to FRIAA for a \$200K Firesmart vegetation management project. A resolution from the council supporting the application is required.

Motion: Moved by Councilor Evans and seconded by Councilor Ross to support a resolution in favor of the FRIAA grant application. Unanimous in favor. Motion carried

Resolution supporting the application is attached and minuted.

- **Cheque Run** - Cheque run for operations, EFT transfers (operations and capital expenditures was distributed and reviewed.

Motion: Moved by Councilor Ross to approve the Operations cheque run dated August 12th, 2025 in the amount of \$7,192.57. Seconded by Councilor Evans. Discussion. Vote - Unanimous in favor. Motion carried.

Motion: Moved by Councilor Stadel to approve the EFT (Operations) cheque run dated August 12th, 2025 in the amount of \$34,074.87. Seconded by Councilor Ross. Discussion. Vote - Unanimous in favor. Motion carried.

Motion: Moved by Councilor Evans to approve the Capital expenditure cheque run dated August 12th, 2025 in the amount of \$72,218.44. Seconded by Councilor Stadel. Discussion. Vote - Unanimous in favor. Motion carried.

12. IN CAMERA – Session required to discuss legal matters.

Motion to go into In Camera session at 20:02, moved by Councilor Carriere, seconded by Councilor Ross.

Motion to come out of In Camera session at 20:12, moved by Councilor Carriere.

13. ADJOURNMENT

Motion to adjourn. Moved by Councilor Evans at 20:13

Minutes recorded by Gord Tate - Townsite Manager - Next Meeting - September 9th, 2025 at 19:00 hrs. .

 _____ Gord Tate - Chief Administrative Officer

 _____ Mayor - Sam Jackson

August 12, 2025



Council Resolution

Resolved at the August 12th, 2025 meeting of The Townsite of Redwood Meadows Administration Society elected council, that we fully endorse and approve our support for the Administration to submit our application to Forest Resource Improvement Association of Alberta, (FRIAA) for the grant to support our Fire Smart plan for our community. The grant application, if successful, will reinforce and support our ongoing efforts to improve the Fire Smart status of readiness and preparedness within the community of Redwood Meadows.

Signed:

A blue ink signature of Sam Jackson, written in a cursive style, positioned above a horizontal line.

Mayor - Sam Jackson

A black ink signature of Simon Ross, written in a cursive style, positioned above a horizontal line.

Councilor - Simon Ross

A blue ink signature of Curtis Carirre, written in a cursive style, positioned above a horizontal line.

Councilor - Curtis Carirre

A blue ink signature of Joan Evans, written in a cursive style, positioned above a horizontal line.

Councilor - Joan Evans

A black ink signature of Dominique Stadel, written in a cursive style, positioned above a horizontal line.

Councilor - Dominique Stadel

COUNCIL ACTION ITEM LIST - August 12, 2025

[illegible]

Townsite Manager's Report for the July 08, 2025 Council Meeting

- **Entomologist / Spruce Beetle / Spruce Bud Worm** - Spoke with Keith Ebbs - we have noticed that the spruce bud worm has returned - the caterpillars are at the 3rd iteration - less than an inch and a pale yellow in colour. Keith mentioned that the bud worms are late this year as the spruce were late with their new growth. We can expect two more iterations to develop over the course of the next few weeks. The numbers are definitely less than last year and we will plan for another spray event next year. This will be done in addition to the spruce beetle deterrent program.
- **Golf Course Meter Vault** - Remote reader has been installed and calibrated. We will record the water usage by the golf course monthly so we can determine how much water production is unaccounted for.
- **Golf Course Water Line Break** - June 26th the private contractor tasked with the construction of the new clubhouse kitchen addition hit and broke the waterline feed to the clubhouse. The contractor refused to provide any assistance to repair the line. TTN - Desmond Mitchel and his crew of two plus myself and Darrell Dvorak responded to the emergency and helped facilitate the repairs. Redwood had the required compression fittings, sleeves and tools - TTN provided the piping and TTN had a plumbing contractor complete the repairs. The whole effort went from noon until 8pm and we were able to turn their water back on at 5:15am the following day. The golf course was very appreciative of the effort and service we provided. Early indications are that the waterline and sanitary line will have to be relocated in order to accommodate the new addition.

One result from the work completed was that we believe the 2" waterline is actually connected upstream of the vault mag meter. Secondly we discovered that we have two defective water main valves on Redwood Meadows Drive that will need to be replaced.

- **Boil Water Advisory** - Following a significant rain event on June 20th and 21st the turbidity in the river rose to a point where the filters could not keep up to an acceptable level. We were in conversation with both Health Canada and Sampson Water Services and on Sunday June 22nd we issued a boil water advisory. Sampson Water Service shut off the river intake and we are currently drawing our river water from the gallery. The turbidity dropped to acceptable levels and by Wednesday June 25th we had removed the BWA.
- **Communications Tower** - Had discussions with TTN Lyle Dodginghorse and George Allen - informed them that the existing tower was originally purchased and installed by Redwood Meadows, Telus was/is just renting a space on our tower for their antenna. The wood pole tower was installed by Telus as a requisite for the Nationwide Golf Event held at Redwood Meadows. The wood pole has an unused UHF repeater installed belonging to the RMES - this the RMES stated would only be used as an emergency back up in the event of a flood or wildfire situation.
- **Executive Assistant - 4 Resumes were received** - Interview process has begun. A decision will be completed by the end of the week.
- **Tosguna Satellite Police Station** - TTN has completed an Archaeological Sweep of the proposed new station location and found nothing to report back on. Mayor Jackson and I will meet with Police Chief Blake next week.

Gord Tate - Townsite Manager

Townsite Manager's Report for the August 12, 2025 Council Meeting

- **Executive Assistant** - Interviews were completed, the successful applicant was Natasha Martel, she will begin working and training under Peggy Rupert's guidance on August 18th.
- **Water Treatment Plant** - On July 29th the VFD operating the transfer (process) pump failed and shorted out 3 fuses at the disconnect. Ridgeline Electric responded to our calls and was able to secure another VFD and new fuses. Ridgeline replaced the defective equipment and had the plant up and running by 5pm that same day. We did have to haul potable water from Calgary using Cal Portisan in order to keep the reservoir level up in order to deliver water to the residents.
- **Sewer Lift Station** - With the heavy consistent rains from July 22nd through to August 8th the ground water levels increased. A number of residents had to pump/discharge ground water overland from their sumps. The high water table also resulted in very significant infiltration into the phase I sanitary lines causing the lift station to be overwhelmed. The station flooded. Operations mobilized our 6" Silent Pump to the lift station, we also brought in vac trucks to suck up the waste water and truck it to the TTN lagoon. At night we activated the 6" pump and were forced to discharge overland. We notified TTN - Desmond Mitchell, Sampson Water Services, Health Canada, Environment Canada, Environment Alberta, and Emergency Discharge Alberta and informed each agency of our situation. This same process went on for three days. By Friday July 25th and moving forward we just ran the 6" pump discharging overland. The two SLS pumps could not keep up with the flow coming in from the sanitary main. In the week of July 28th, we again brought in vac trucks to clean out the SLS vault and confirm that the controls operating the two pumps were indeed working. This we were able to confirm. We also brought out Jame Electric, a pump company to open and inspect the pumps to see their condition and to make sure there was no blockage. We were able to confirm that the flow meter and one pressure guage were not functioning. We are pricing out to have the rebuilt pump installed to replace pump 2.

On Saturday August 9th the volume of effluent in the sanitary main dropped to 9" in the 14" pipe. We shut down the 6" Silent pump and monitored the vault levels for an hour and a half and witnessed that the two SLS station pumps were able to keep up with the flow. Since then we have not discharged overland. I will be sending a report to TTN Desmond Mitchell.

Note: If we didn't discharge overland the lift station would have continued to flood and effluent would have backed up into homes.

- **FRIAA - FIRE SMART** - Administration sat in on a mandatory webinar sponsored by FRIAA. We then met with Keith Ebbs. Between Keith Ebbs and Redwood Meadows we plan to submit our "Expression of Interest" by September 15th to apply for the first of 5 applications for Firesmarting our community - the grant value is \$200K/per application.

Gord Tate - Townsite Manager