

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 26-15
September 08, 2026

Councilors in Attendance:

Mayor - Sam Jackson

Councilor - Bill Ardley

Councilor/Deputy Mayor - Sharon Pegg

Councilor/Treasurer - Rowland Nichol

Councilor - Mark Johns

Councilor/Secretary - Curtis Carriere

Regrets - None

Administration Present: Gord Tate - CAO

1. Call to Order

The meeting was called to order at 18:58 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 presented. Moved by Councilor Pegg and seconded by Councilor Ardley. Unanimous in favor, motion carried.

4. Approval of Previous Minutes

Motion to approve the meeting minutes of August 18, 2026 as presented. Moved by Councilor Carriere, seconded by Councilor Johns, vote was unanimous in favor, motion carried.

5. RMCA Update

Marilyn Englebert provided an update of RMCA initiatives to date and future plans. The casino night was supported by community volunteers and was successful. The amount of funds raised won't be made known until November. The Garden Committee is hosting a harvest dinner on September 19th. Sports gear swap is scheduled for September 19th. RMCA is looking to invest in upgrades to the ball diamond - RMCA to work with CAO Gord Tate. RMCA AGM is scheduled for November - date and time to be finalized.

6. Review of Action Items

See attached list.

7. Committee Updates -

- **Infrastructure** - Councilors Carriere and Johns will submit their notes/comments regarding the MAGE contract to Administration to forward for a legal opinion. The necessity is to get a clear legal opinion of the contract in order to determine whether MAGE should be remitting for the use of the fibre lines and the potential to sell or lease the available lines to a third party.
- **Finance** - Sylogist - Ongoing weekly meetings continue. Delivery dates for the transition need to be tied down with firm dates. Next meeting is September 10th at 11am. Administration will insure the meeting invite is forwarded to all finance committee members.
- **Bylaw** - The three updated bylaws **Noise Bylaw**, **Wildlife Management Bylaw** and **Access to Information and Protection of Privacy Bylaw** were posted on the website for the public's review and comment. The administration received no comments from Society members. If no comments are received by the next meeting then the council will be prepared to go to second reading. Councillor Nichol will table the review summary of the original Land Use Bylaw and the current Community Standards bylaw at the next meeting.
- **Intergovernmental** - A meeting has been scheduled for Sept. 18th with Rocky View County (2 members) and Townsite Council (2) members to establish an Intermunicipal Committee
- **Liaison** - The next committee meeting is set for September 14th at 11am at TTN. Sam Jackson, Mark Johns and Gord Tate to attend.
- **Fund Raising** - Next committee meeting is set for Sept. 11 at 3pm. The meeting is to focus on fund raising events only. The golf tournament is set for Sept. 24th all arrangements are now in place.

8. ADMINISTRATION UPDATES

See attached report.

9. UNFINISHED BUSINESS

- **Police Station Sublease** - Council's amendments to the sublease as proposed from TTN were forwarded to Macush Law and in turn were to be forwarded to TTN legal counsel. No response from TTN has been received.
- **Emergency Response Plan (ERP)** - Councilor Carriere met with RMES George Low. It was discussed that RMES has a draft of a very in depth ERP, which follows the required ICS template. The document still requires completion of specific action items. Once the document is completed then it will be taken to council to be incorporated as a bylaw. Moving forward all councilors will be required to complete the ICS 100 training which can be taken on line. Councilor Carriere recommended that starting in January of 2027 an annual review of the ERP is completed to ensure all new councilors are knowledgeable with roles and responsibilities of council members and to make any amendments to the plan. It was suggested that the RMES, Council, Tosguna and TTN participate.
- **AB Munis Conference**: Conference is Sept 23/25th in Edmonton. Current councillors are unable to attend this year but will be in attendance for the 2027 conference.

- **TTN Scholarships** - Communication with TTN is required. Council to discuss at the next meeting.

10. NEW BUSINESS

- **RMES** - Council discussed establishing a committee with council members, RMES and Society representation in order to set planning and funding.

Motion: Moved by Councilor Johns to implement an RMES Planning Committee to discuss RMES operations, funding and future requirements. Seconded by Councilor Pegg. Discussions. Vote was unanimous in favor. Motion carried.

- **Fall Elections** - Nominations for council were opened September 4th, nominations close on October 5th. Administration noted that as of the meeting no nomination papers have been picked up. Administration will post in the Updater soliciting for candidates.
- **Fall Town Hall** - The date has been set as October 14th at 7pm to host our next Town Hall meeting open to our Society members. The meeting will provide an update on the current business of the community and provide an opportunity for the council candidates to introduce themselves to our membership.
- **FRIAA FireSmart Application** - The application for our next FireSmart project has been submitted. It is conditional pending a TTN Band Council Resolution supporting the project.
- **Cheque Run** - Spreadsheets detailing the cheque runs for September 08, 2026 were distributed to all present.
- **Motion: Moved by Councilor Ardley to approve the Operations cheque run dated September 08, 2026 in the amount of \$186,267.58. Seconded by Councilor Pegg . Discussions. The vote was unanimous in favor. Motion carried.**

Motion: Moved by Councilor Pegg to release the two (2) invoices for equipment purchases by the RMES previously held from the August 18th cheque run. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Pegg to approve the EFT Operation transfers dated September 08, 2026 in the amount of \$49,531.40. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Nichol to approve the Capital expenditures dated September 08, 2026 in the amount of \$17,547.50. Seconded by Councilor Ardley. Discussions. The vote was unanimous in favor. Motion carried.

10. IN CAMERA – Session required. Legal

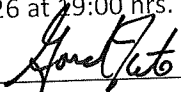
Motion: To go into an "In Camera" session, moved by Councilor Ardley at 20:38.

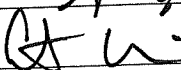
Motion: To come out of "In Camera" session, moved by Councilor Johns at 21:04. Motion carried.

11. ADJOURNMENT

Motion to adjourn. Moved by Councilor Johns at 21:05

Minutes recorded by Secretary Carriere and CAO Gord Tate - Next Meeting -September 22th,
2026 at 19:00 hrs.


____ Gord Tate - CAO


____ Secretary - Curtis Carriere

COUNCIL ACTION ITEM LIST - September 08, 2026

Action Item	Description	Action By	Target Date
Intergovernmental/Infrastructure committee	Keep the line of communication open with Rockyview County and TTN about RMES funding. Update: Meeting with Rocky View County is set for September 18 @ 11am - Sam Jackson, Bill Ardley and Gord Tate to attend.	Action By Bill Ardley Curtis Carriere Mark Johns	Ongoing
Liaison Committee	Review stewardship agreement, land use agreement and taxation. Update: Next meeting is scheduled for September 14th @ 11am at TTN offices.	Sam Jackson Mark Johns	Ongoing
Tosguna Police Station	Develop land use agreement before the development of the Tosguna station Update: Council amendments to sublease submitted to Macush Law - forwarded to TTN legal counsel for their review.	TTN Gord Tate Macushlaw	Ongoing
MAGE Contract	Mage -fibre optics legal review. Update: Council has approved submitting the original contract to VerJee Law for their review and input.	townsite/legal	Ongoing
Emergency Response Plan (ERP)	Update: Councillor Carriere has met with George Low - RMES and reviewed the document. Further review and revisions to be forthcoming	Curtis Carriere	August
Rehabilitation Centre	No response from the Province from Council's letter	Council	Ongoing

Townsite Manager's Report September 08, 2026

- **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: No response from CFEP, website states it is "under review", expectations are that we were not successful with the application.**

Update: We were not successful with our grant application - "too many submissions"

- **RMES Fire Hall** - Foundation walls have been poured, dampproofing completed, insulation installed, backfilling is underway. Continue to process shop drawings, roof trusses arrive this week and will be stored in the field at the second entrance, lumber order has been submitted, underground mechanical starts by the end of the week.
- **Police Station** -Waiting on response from Tsuut'ina legal counsel regarding the conditions set out by council at last meeting.
- **Sylogist Software** - Ongoing weekly meetings, next meeting is set for September 15th to discuss the "Blueprint" and the transfer of GL accounts.
- **Emergency Generators** - Collicutt Energy is certifying and providing maintenance all 4 emergency generators - 2 are completed - the other two WTP and Firehall require additional parts which have been ordered
- **Phase 1 Infrastructure** - No additional meetings have been scheduled. MPE Engineering will be conducting a drone survey of curb stops, roads and manholes. Additionally they will be boring approximately 16 test holes and installing piezometers to track ground water levels.
- **Budget 2027** - The budget process for next year has begun. CAO will be working with our new CPA - Rob Russell to complete this year's budget.
- **Waste Removal** - Townsite has received the quotation from Bluplanet. Collective Waste to submit their quotation by Sept. 22, 2026. Townsite has requested a multi-tiered service quotation from both companies.
- **Alberta Day** - Celebrations were held August 30th - we had a great turnout of residents, our staff did a great job in hosting the event.
- **AGLC** - Administration is revising our liquor license from a class C to a class B. This change was recommended by AGLC as they felt our current service class did not reflect the types and variety of events held in Redwood House. This change over has to be completed by September 17th, 2026.

Gord Tate - Townsite Manager