

# **TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY**

## **REGULAR COUNCIL MEETING MINUTES**

**MEETING 25-20**

**December 02, 2025**

### **Councilors in Attendance:**

Councilor/Mayor - Sam Jackson

Councilor - Mark Johns

Councilor/Deputy Mayor - Sharon Pegg

Councilor/Treasurer Rowland Nichol

Councilor - Bill Ardley

Councilor - Simon Ross

Regrets: Curtis Carriere

**Administration Present:** Gord Tate - CAO

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

The meeting was called to order at 18:40 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 Councilor Ardley

### **3. Agenda Confirmation**

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

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

Motion to approve the meeting minutes of November 18, 2025 as presented. Moved by Councilor Ardley, seconded by Councilor Pegg, vote was unanimous in favor, motion carried.

### **5. Review of Action Items**

See attached list.

## 6. Committee Updates -

- **Infrastructure** - Committee met on November 25th and further discussed the Mage contract and service provided. It was noted that Fortis will begin installing the 15 load centres at 15 light standards on January 7th, 2026. This work is required in advance of Mage starting their installation of antennas and internet service. The committee assigned 4 action items to be addressed prior to the next meeting.
- **Finance** - Committee to meet with Administration on December 5th to review both the 2026 budgets - operational and capital and the future purchase of new accounting software.
- **Bylaw** - Council provided a 1 hour discussion period to address resident input with regards to the animal control bylaw prior to the council meeting. Three residents attended and participated in the discussion. The bylaw committee will take the comments from the public into account and make additional changes to the bylaw. The second reading is deferred until January 2026.
- **Intergovernmental** - Councilor Nichol confirmed the letter addressed to Mr. Robert Quinton, Executive Director, Strategic Procurement pursuing access to grants that other Alberta communities currently receive that Redwood Meadows does was sent and no response has been received as of the meeting.
- **Liaison** - The next meeting is set for December 16th at the TTN Administration offices.

### Administration Updates

See attached.

## 7. UNFINISHED BUSINESS

- **Updated Waste Management Bylaw** - The new bylaw was tabled for the second reading with no changes noted.

**Motion: Moved by Councilor Nichol to proceed to the second reading of the Waste Management Bylaw as presented. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried. Second reading of the Waste Management Bylaw was approved.**

- **Draft of 2026 Operating Budget** - Draft was reviewed, discussions, and questions addressed. The budget will be reviewed in detail at the Finance Committee meeting on December 5th along with the capital projects. The intention is to have the final draft of the budget prepared for the council meeting on December 16th for final approval.
- **Accounting Software** - Administration is waiting on the cost quotation from Solygist. Once received, the administration will table all findings to the finance committee on December 5th for review and their input.
- **Stewardship Agreement** - Comments received from the individual councillors will be taken into consideration when the Liaison Committee meets at the next scheduled meeting on December 16th.
- **Strategic Planning Session** - Administration had contacted Impact 8 - Heidi Miller Zerr - to act as the facilitator for the Strategy Session. The Impact 8 contract was distributed to the councillors present and reviewed. Consensus was to proceed using Impact 8 with the condition that the session be changed to February 7th. Administration will confirm.

## 8. NEW BUSINESS

- **FRIAA Grant and Associated Community Planning** - Administration met with Ebbs Forestry Service - Keith Ebbs and Madison Welch to discuss the FRIAA final grant submission and the action options that the community could undertake to improve the health of our forested areas. The consensus was that biodiversity in combination with beetle mitigation was the best approach to improving the health of our forest. The biodiversity would mean planting new varieties of trees that would help with reducing the impact of the bark beetles. Administration will research costs and funding sources.
- **TTN Scholarship Awards** - 10 - \$500.00 scholarships were awarded. Administration and Council representatives will host a lunch for the recipients on December 11 and present the awards.

Discussion was had to the number and amount of the scholarships and will review as well as budget for any proposed revisions to the program in advance of the 2026 award.

- **Cheque Run** - Spreadsheets detailing the cheque run for December 02nd were distributed to all present.

**Motion:** Moved by Councilor Ross to approve the Operations cheque run dated December 02, 2025 in the amount of \$12,478.90. Seconded by Councilor Pegg. Discussions. Vote was unanimous in favor. Motion carried.

**Motion:** Moved by Councilor Nichol to approve the EFT Operation transfers dated December 02, 2025 in the amount of \$4,364.54. Seconded by Councilor Ross. Discussions. Vote was unanimous in favor. Motion carried.

**Motion:** Moved by Councilor Pegg to approve the Capital cheque run dated December 02, 2025 in the amount of \$258,136.54. Seconded by Councilor Johns. Discussions. Vote was unanimous in favor. Motion carried.

## 9. IN CAMERA -- Session required - Personnel - FOIP


**Motion to go into an In Camera session** - Moved by Councilor Johns at 21:03

**Motion to come out of the In Camera session** - Moved by Councilor Nichol at 21:09

## 10. ADJOURNMENT

**Motion to adjourn.** Moved by Councilor Pegg at 21:12

Minutes recorded by CAO Gord Tate - Next Meeting - December 16, 2025 at 19:00 hrs.

  
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Gord Tate - CAO

  
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Sam Jackson - Mayor

## Townsite Manager's Report December 02, 2025

- **New Accounting Software** - Administration sat in on an instructional seminar today with Solygist. Solygist is the firm MNP recommended. We are supposed to have a written quotation from Solygist tomorrow December 3rd. So far the Solygist package seems to be the most user friendly and has impressed our staff.
- **FRIAA Grant** - Keith Ebbs is currently working on the final submission and will have it ready for submission before the December 10th deadline.
- **Canada Summer Jobs Grant** - Application submitted, waiting for the review and award process to be completed. (March 2026)
- **Provincial Youth Employment Grant** - Application submitted.
- **Wawanesa Insurance FireSmart Grant** - Application submitted.
- **Water Treatment Plant / Sewer Lift Station** - Both are functioning smoothly with no issues.
- **Tosguna Police Station** - Atco Gas is scheduled to bring in their initial gas line to service the new building starting December 8th. Atco indicated that the work will take approximately one week to complete.
- **Redwood House Kitchen** - Administration is securing quotations to eliminate the deficiency reported during the full inspection of the kitchen facilities. Currently the make up air unit is not interlocked with the fire suppression system or fire alarm system for the range hood which is against code. Costs to complete the repair will be budgeted in the 2026 budget.
- **Fall Waste Bin** - The bin brought in to collect organic waste from fall clean ups completed by residents is now full and will be removed. No additional bin(s) are scheduled until next spring.

Gord Tate - Townsite Manager

# COUNCIL ACTION ITEM LIST - December 02, 2025

Action Item	Description	Action By	Target Date
Intergovernmental Committee	<p>Establish a committee, develop an action plan</p> <p><b>Further contact with the Ministry of Transportation is required.</b></p> <p><b>Councilor Nichol has forwarded a second letter - response is pending</b></p>	<p>Rowland Nichol Bill Ardley Sam Jackson</p>	Ongoing
Intergovernmental/Infrastructure committee	<p><b>Gather information about the current RMES funding and operations to determine a clear path for the future of RMES -</b></p> <p><b>Council to send a formal letter requesting a capital expense forecast (from an external auditor?)</b></p> <p><b>Council questioned if an independent third party review our RMES and potentially identify additional funding opportunities</b></p> <p><b>Mark Johns met with Rob Evans and will forward a capital budget. Rob was open to a third person review of RMES</b></p>	<p>Action By Rowland Nichol Curtis Carriere Mark Johns</p>	Ongoing
Liaison Committee	<p><b>Next meeting with TTN has been set, Dec 16th at TTN. Taxation Agreement and Stewardship Agreement are on the agenda</b></p> <p><b>Addendum to stewardship agreement and land use agreement addressing the Tosguna police station</b></p>	<p>Action By Sam Jackson Simon Ross</p> <p>TTN - Terry Braun</p>	Ongoing
Tosguna Police Funding	<p>Meeting with Chief Blake and all of council is required to discuss and develop an agreement in regards to the new station - services provided, cost of services. - <b>Meeting TBC</b></p> <p><b>The budget for Tosguna is fully funded by both the Province and Federal revenues.</b></p>	<p>Gord Tate</p>	December 2025
Household Fire Insurance	<p>Confirm what constitutes full coverage - Proximity to a fire hall, hydrants etc.and how insurance companies view Redwood Meadows</p>	<p>Gord Tate</p>	Ongoing

	Administration provided a series of bulletins from Fire Underwriters for council's review.		
Administration Bylaw	Clerical Amendments to Administration Bylaw	Council	Jan 2026
Bylaw enforcement	Resource third-party bylaw enforcement - Warren Crowchild?	Gord Tate	Jan 2026