

# TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

## REGULAR COUNCIL MEETING MINUTES

**MEETING 26-05**

**March 03, 2026**

### **Councillors in Attendance:**

Mayor - Sam Jackson

Councillor - Bill Ardley

Councillor/Deputy Mayor - Sharon Pegg

Councillor - Rowland Nichol

Councillor - Mark Johns

Councillor - Curtis Carriere

Regrets - Councillor Simon Ross

**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 Councillor Nichol

### **3. Agenda Confirmation**

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

**4. Visitation:** MNP - Jen Hellwig reviewed the 2025 Audit Service Plan with the council. Brief discussions were had. MNP will begin the audit process starting next week and plan to be on site in the first week of April. Administration is to have all documents, general ledger and trial balances prepared in advance of MNP coming to site.

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

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

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

See attached list.

## 6. Committee Updates -

- **Infrastructure** - MAGE is installing antenna bases on the street lights. MAGE is expected to complete the internet distribution within two weeks and the service will be activated.
- **Finance** - RFP responses have been received and reviewed by the committee. A letter requesting clarifications will be sent out to the bidders. The committee will meet again on March 13th to complete a final review and will advise the council at the March 17th meeting as to the successful bidder.
- **Bylaw** - An amendment to the Fines and Enforcement Bylaw was tabled. The only revision was the fines schedule has been completed - no changes to the body of the bylaw.

**Motion: Moved by Councilor Nichol to approve the amended fines schedule as presented. Seconded by Councilor Pegg. Discussion. Unanimous in favor. Motion carried.**

Updated copy of the Fines and Enforcement Bylaw will be posted on the Townsite Website.

The committee presented an updated version of the Signs Bylaw for first reading.

**Motion: Moved by Councilor Pegg to proceed with the first reading of the amended Signs Bylaw as presented. Seconded by Councilor Johns. Discussion. Unanimous in favor. Motion carried.**

First reading was approved. Administration will post the Signs Bylaw on the Townsite Website for the public's review and comment.

- **Intergovernmental** - Refer to Action Item list.
- **Liaison** - February meeting was cancelled. The next meeting is scheduled for March 19th at 9 am at the offices of TTN.
- **Fund Raising** - Councilor Pegg has met with the RMCA and discussed upcoming events. Rocky View County will post signs and social media notifications to assist with fundraising efforts. Councilor Johns has reached out to approximately 35 different clubs and organizations seeking support. Councilor Johns also identified that Cabella/Bass Pro Shop sponsor grants that may be beneficial to our community efforts. The administration will investigate and report back to the council.

## 7. ADMINISTRATION UPDATES

See attached report.

## 8. UNFINISHED BUSINESS

- **Tosguna Police Station** - The discussion was opened up to include three residents who attended the meeting to voice their specific concerns about the new station. Focus was on the lack of communication from the Nation and the contractor, no finalized drawings, the extent of the tree clearing, the type of people that would be coming into the community to use the police services, what benefits would the community receive, what liabilities would the townsite have to bear.

Mayor Jackson stated that the council supported the police station construction and that the benefits would outweigh any negative perceptions. The lack of communication is being

addressed by the administration. Plans are to have the Tosguna Police present at the Town Hall meeting in March to again address the concerns of residents. The liaison committee will also bring the concerns to their meeting with TTN on March 19th.

- **Epilepsy Awareness Month** - The request from the Epilepsy Foundation to promote the awareness of epilepsy was discussed. Council approved posting their poster both in the Updater and on our bulletin board. Their request to issue a supporting proclamation was turned down. Administration will advise the Foundation accordingly.

## 9. NEW BUSINESS

- **RMCA Liaison** - Councilor Carriere will attend RMCA meetings to act as a means of opening communication and coordination between the two groups.
- **Emergency Response Plan (ERP)**- Administration distributed electronic copies of the existing ERP to all councilors for their review. Councilor Carriere will undertake the lead on completing and updating the document.
- **Town Halls and AGM Dates** - The next Town Hall will be scheduled for March 24th. Administration will draft and distribute an agenda so that it can be finalized at the March 17th meeting. The second Town Hall meeting will be scheduled for September 23rd. The AGM date is set for May 27th. All meetings will start at 7pm and be held in the Wolf Willow room.
- **Cheque Run** - Spreadsheets detailing the cheque run for March 3rd were distributed to all present.

**Motion: Moved by Councilor Johns to approve the Operations cheque run dated March 03, 2026 in the amount of \$12,289.70. 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 March 03, 2026 in the amount of \$12,738.92. Seconded by Councilor Pegg . Discussions. The vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Pegg to approve the Capital expenditures dated March 03, 2026 in the amount of 12,591.90. Seconded by Councilor Nichol. Discussions. The vote was unanimous in favor. Motion carried.**

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

## 11. ADJOURNMENT

**Motion to adjourn. Moved by Councilor Ardley at 21:09**

Minutes recorded by CAO Gord Tate and Secretary Carriere - Next Meeting -March 17, 2026 at 19:00 hrs.

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Gord Tate - CAO

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Curtis Carriere - Secretary/Councilor

Sam Jackson - Mayor

COUNCIL ACTION ITEM LIST - March 03, 2026

Action Item	Description	Action By	Target Date
Intergovernmental Committee	<p>Establish a committee, develop an action plan</p> <p><b>Councillor Nichol has forwarded a second letter to Mr. Quinton - response is pending.</b></p> <p><b>Councillor Nichol received information that the Transportation grants were now under the jurisdiction of Urban Affairs. Councillor Nichol will follow up with the Minister in charge</b></p>	Rowland Nichol Sam Jackson	Ongoing
Intergovernmental/Infrastructure committee	<b>Councillor Nichol has been in contact with Belen at RVC further follow up pending.</b>	Action By Rowland Nichol Curtis Carriere Mark Johns	Ongoing
Liaison Committee	<p><b>Review stewardship agreement and land use agreement addressing the new Tosguna police station.</b></p> <p><b>Feb. 20th meeting was cancelled. Next meeting is scheduled for March 19th at TTN.</b></p>	Action By Sam Jackson Simon Ross  TTN - Legal	Ongoing
Tosguna Police station -review	<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.</p> <p><b>Tate and Nichol met with Tosguna on site to review the extent of the tree clearing and the lack of communication. Administration sent a letter to TTN, Tosguna, Graham Construction and the Architect voicing our concerns with the site clearing and lack of communication.</b></p> <p><b>Tate will advise Chief Blake of the next Town Hall to confirm his attendance.</b></p>	TTN  Gord Tate	February 2026
Administration Bylaw	Clerical Amendments to Administration Bylaw To be reviewed by council in advance of the March 17th meeting	Council	March 17 2026

Emergency Response Plan (ERP)	<b>Review the community ERP plan</b>	Council	Feb/March
Rehabilitation Centre	<b>Treatment facility update - Liaison Committee requested a Town Hall with the Nation in attendance to discuss the facility, security and traffic. More information will be made available following the Liaison Committee meeting.</b>	Council	Feb/March
MAGE Contract	Mage -fibre optics legal review	townsite/legal	March
Waste management	<b>Bluplanet contract is up in August. Tender calls will be posted in July Review cost savings to go to alternating by-weekly service</b>	Townsite	June

## Townsite Manager's Report March 03, 2026

- **FRIAA Grant** - Property survey has been completed, work area prescriptions have been submitted for approval, contract documents to sell the harvested trees to Spray Lakes received and being completed, letter to TTN - Raymond Sinclair advising TTN of our scheduled work, ongoing discussions with both Keith Ebbs and Red Mountain Rigging - Mark Fortin. Expected start - by the end of the week.
- **Wawanesa Firesmart Grant** - The grant application has been submitted. Waiting on their review and decision. **Update:** Waiting on response from Wawanesa.
- **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.
- **RMES Fire Hall** - Discussions with the adjuster and construction consultant - they have handed over the call for a Prime Consultant to Redwood Administration. The project will be designed first, then go out for tender to prospective General Contractors.
- **Fortis** - Fortis completed the installation of all required disconnects for MAGE. Fortis also installed 6 new street light fixtures.
- **MAGE** - MAGE has started installing the "antennas" to the street lights for the first phase of rolling out wireless internet service to the community. MAGE plans to complete the phase I installation within two weeks.
- **Provincial Charitable Status** - The requirement to advise the Province that the Townsite plans to raise funds in excess of 25K under our current charitable status is underway - all required paperwork has been completed, as soon as the criminal information is completed the documents will be forwarded to the Province for their records.

Gord Tate - Townsite Manager