

# TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

## REGULAR COUNCIL MEETING MINUTES

MEETING 25-21  
December 16, 2025

### Councilors in Attendance:

Councilor/Mayor - Sam Jackson  
Councilor/Secretary - Curtis Carriere  
Councilor/Deputy Mayor - Sharon Pegg

Councilor/Treasurer Rowland Nichol  
Councilor - Bill Ardley  
Councilor - Simon Ross

Regrets: Mark Johns

**Administration Present:** Gord Tate - CAO

### 1. Call to Order

The meeting was called to order at 19:03 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 Nichol and seconded by Councilor Ardley. Unanimous in favor, motion carried.

### 4. Approval of Previous Minutes

Motion to approve the meeting minutes of December 02, 2025 as presented. Moved by Councilor Pegg, seconded by Councilor Ross, vote was unanimous in favor, motion carried.

### 5. Review of Action Items

See attached list.

## **6. Committee Updates -**

- **Infrastructure** - Reviewed the capital expenditure forecast from RMES. Additional information is required, Gord Tate will speak with Rob Evans. The committee will explore a potential third party analysis and a cost sharing plan with Rocky View County and TTN.

Administration also tabled a preliminary site plan for a new Rogers communications tower to be located adjacent to the existing tower and also confirmed that TTN is interested in our spare fibre optics lines. More discussion to come along with tying down a future Town Hall meeting with our Society members.

- **Finance** - Committee met on December 5th, the group reviewed both the 2026 operations and capital budgets and are recommending to the council to approve the budgets as presented. The group also discussed the Raymond James investment funds and confirmed the council's intent to revise the investment strategy policy as per the Raymond James breakout document dated September 2025. The revised policy will be aligned with the original PVP investment policy as adopted by the Society.

The committee also reviewed the new accounting software proposals, and had extended discussions with regards to the top two choices. Past treasurer Dominique Stadel had follow up discussions with Sylogist.

- **Bylaw** - The proposed new Animal Control Bylaw was reviewed and updated following input from the residents. Both the "clean" copy and the "tracker" copy will be put on the website and noted in the next Updater with a link to the bylaw again requesting feedback from our Society members no later than January 2nd,
- **Intergovernmental** - No new update.
- **Liaison** - The scheduled meeting for December 16th was cancelled due to previous commitments with team members from TTN. The meeting is rescheduled for January 21st, 2026.

## **7. Meeting Temporarily Suspended** - Motion for a short recess in order for the Mayor and Townsite Manager to participate in an awards ceremony for specific members of our RMES with MP John Barlow. Moved by Councilor Ross, seconded by Councilor Pegg, vote was unanimous in favor, motion carried. The meeting halted at 19:45.

Motion to come out of recess at 20:07. Moved by Councilor Ross, seconded by Councilor Nichol, vote was unanimous in favor, motion passed, meeting resumed.

## **8. ADMINISTRATION UPDATES**

See attached report.

## **9. UNFINISHED BUSINESS**

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

**Motion: Moved by Councilor Ross to proceed to the third reading of the Waste Management Bylaw as presented. Seconded by Councilor Nichol. Discussions. The vote was unanimous in**

favor. Motion carried. Third reading of the Waste Management Bylaw was approved, bylaw is now in effect.

- **Draft of 2026 Operating and Capital Budgets -**

**Motion:** To approve the 2026 operating and capital budgets as presented. Moved by Councilor Pegg, seconded by Councilor Nichol, discussions, vote was unanimous in favor, motion carried.

- **Accounting Software -** Further discussions were had regarding the benefits and costs of both Sylogist and Catalis software packages. Sylogist was extremely expensive but had the strongest support from both the committee and administration but the cost was prohibitive. The Catalis software was good and the cost was much more acceptable. Council gave administration to make the final decision pending an additional call to Catalis. Administration will advise the council prior to December 31st of the final selection.

## 10. NEW BUSINESS

- **Council Strategy Session -** The session is confirmed for February 7th, Councilor Ross informed council that due to a revised business meeting that he would not be able to attend. After a brief discussion it was decided to keep the February 7th date. Administration circulated the project timeline as presented by Impact 8.
- **PVP Investment Policy -** Council confirmed that the PVP fund investment policy will follow the similar structure as per the original investment policy. Administration will contact Raymond James and advise.
- **Cheque Run -** Spreadsheets detailing the cheque run for December 16th were distributed to all present.

**Motion:** Moved by Councilor Ross to approve the Operations cheque run dated December 16, 2025 in the amount of \$16,115.45. Seconded by Councilor Pegg. Discussions. The vote was unanimous in favor. Motion carried.

**Motion:** Moved by Councilor Nichol to approve the EFT Operation transfers dated December 16, 2025 in the amount of \$22,740.98. Seconded by Councilor Ardley. Discussions. The vote was unanimous in favor. Motion carried.

**Motion:** Moved by Councilor Ross to approve the Capital cheque run dated December 16, 2025 in the amount of \$17,978.63. Seconded by Councilor Pegg. Discussions. The vote was unanimous in favor. Motion carried.

## 11. IN CAMERA – No Session required

## 12. ADJOURNMENT

Motion to adjourn. Moved by Councilor Ardley at 20:44

Minutes recorded by CAO Gord Tate - Next Meeting - January 6, 2025 at 19:00 hrs.

Gord Tate

Gord Tate - CAO

C. Carriere

Curtis Carriere - Secretary/Councilor

COUNCIL ACTION ITEM LIST - December 16, 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>	Rowland Nichol Bill Ardley Sam Jackson	Ongoing
Intergovernmental/Infrastructure committee	<b>Gather information about the current RMES funding and operations to determine a clear path for the future of RMES -</b>	Action By Rowland Nichol Curtis Carriere Mark Johns	Ongoing
Liaison Committee	<p><b>Next meeting with TTN has been set, Jan. 21st 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>	Action By Sam Jackson Simon Ross  TTN - Terry Braun	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>Update:</b> Townhall to be held before the groundbreaking in March/spring 2026 Date and time to be confirmed.</p>	TTN - Terry Braun  Gord Tate	January 2026
Bylaw enforcement	<p><b>Resource third-party bylaw enforcement - Warren Crowchild?</b></p> <p><b>Update: Our Current bylaw officer Lynn Galen has stepped down effective immediately</b></p>	Gord Tate	Jan 2026
Administration Bylaw	Clerical Amendments to Administration Bylaw	Council	Jan 2026

## Townsight Manager's Report December 16, 2025

- **Atco Dig** - Atco has begun the dig to install the new gas line to the rehabilitation centre. Work is now suspended until after Christmas. The traffic barricades and signage will remain in place until the project is completed.
- **Water Treatment Plant** - The power outage "blips" on December 15th triggered a plant shut down. When the power was interrupted the Eastlink internet also shut down so the operator could not start the plant up from a remote location. The administration rebooted the SCADA system. Sampson Water Service dispatched service personnel to the plant and reset the pumps and VFDs and got the plant working again. The plant was only down for approximately 20 minutes. A follow up review later in the day confirmed that all systems were functioning as designed.
- **FRIAA Grant** - The detailed grant application was submitted on December 9th to FRIAA. We are waiting on their final review and approval. If and once approved Firesmart work could begin as early as mid January 2026.
- **Wawanesa Firesmart Grant** - The grant application has been submitted. Waiting on their review and decision.
- **Canada Summer Jobs Grant** - The grant application has been submitted. Waiting on their review and decision.
- **Alberta Youth Employment Grant** - The grant application has been submitted. Waiting on their review and decision.
- **CIP Grant** - Townsite will be applying for funding to help offset the purchase of the new accounting software. The grant will be submitted once the supplier has been determined. The cutoff date for the application is January 15th 2026.

Gord Tate - Townsite Manager