

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 26-04
February 17, 2026

Councilors in Attendance:

Councilor - Rowland Nichol

Councilor - Simon Ross

Councilor - Bill Ardley

Councilor - Mark Johns

Councilor/Deputy Mayor - Sharon Pegg

Regrets - Councilor - Curtis Carriere

- Mayor - Sam Jackson

Administration Present: Gord Tate - CAO

1. Call to Order

The meeting was called to order at 19:07 by Deputy Mayor Pegg

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 Nichol

3. Agenda Confirmation

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

4. Approval of Previous Minutes

Motion to approve the meeting minutes of February 03, 2026 as presented. Moved by Councilor Ardley, seconded by Councilor Nichol, vote was unanimous in favor, motion carried.

5. Review of Action Items

See attached list.

6. Committee Updates -

- **Infrastructure** - Administration had met with Fortis and MAGE had forwarded an update. Fortis will begin installing the power stations at the streetlight poles at the beginning of March. MAGE will follow up with the installation of internet antennas.
- **Finance** - Finance Committee - RFP sent out to the three accounting software providers. The tender call is scheduled to close on February 27th. Council recommended to revise the closing date to February 26th so that the finance committee can review the proposals on the 27th. Administration to follow up with the providers.
- **Bylaw** - The amendments to the Fines and Enforcement Bylaw to be deferred until the March 3rd meeting. Administration will forward a copy of the revised bylaw to the councillors for their review.
- **Intergovernmental** - No new updates
- **Liaison** - Next meeting February 20th at 9am. Councillor Ross commented that the committee was waiting on the appointment of a new TTN councillor representative to be appointed to the committee.
- **Fund Raising** - The individual councillors confirmed the upcoming targeted groups of their focus to raise funds for the rebuild of the RMES. Councillor Johns was focusing on clubs and organizations that utilize the Kananaskis recreational areas. Councillor Ardley was focusing on utility companies such as Fortis, Telus, Eastlink etc. Councillor Nichol was securing poster display with various retailers in Bragg Creek.

7. ADMINISTRATION UPDATES

See attached report.

8. UNFINISHED BUSINESS

- **Strategy Session - Feb. 7th** - Council discussed the benefits of the strategy session. Once the final report is prepared and distributed to the councillors council will review and identify the achievable goals and work towards achieving tangible outcomes.

9. NEW BUSINESS

- **Tosguna Police Station** - Administration updated council on the clearing of the lot where the new station will be constructed. The Nation and the General Contractor had not advised Townsite that the treeclearing/site preparation was going to begin. Administration had requested of the General Contractor that a "hedgerow" trees adjacent to Redwood Meadows Drive be left standing to buffer the work being completed. This did not take place. Administration forwarded an email voicing concerns of the lack of communication to the Nation, Tosguna Police, the General Consultant and the General Contractor. The police chief, Keith Blake responded to the email and we will be meeting on site with a representative from Tosguna on Wednesday. The administration invited councillors, who can, to join in the meeting.
- **Epilepsy Awareness Month** - Administration informed the council that it had received solicitation from the Epilepsy Awareness Association. The Association made a request of council to make a proclamation in making awareness and understanding of epilepsy. There was no financial commitment to their request. Council discussed the potential form other similar

groups and was it in the best interest of council to promote individual groups. Administration will forward a copy of the request so that the councillors could review and finalize a decision at the next meeting.

- **Cheque Run** - Spreadsheets detailing the cheque run for February 17th were distributed to all present.

Motion: Moved by Councilor Nichol to approve the Operations cheque run dated February 17, 2026 in the amount of \$91,191.04. Seconded by Councilor Ross . Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Ardley to approve the EFT Operation transfers dated February 17, 2026 in the amount of \$6,329.79. 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 Nichol at 20:37

Minutes recorded by CAO Gord Tate - Next Meeting -March 03, 2026 at 19:00 hrs.


_____ Gord Tate - CAO


_____ Curtis Carriere - Secretary/Councilor

COUNCIL ACTION ITEM LIST - February 03, 2026 - Update Feb. 17th

Action Item	Description	Action By	Target Date
Intergovernmental Committee	<p>Establish a committee, develop an action plan</p> <p>Further contact with the Ministry of Transportation is required.</p> <p>Councilor Nichol has forwarded a second letter - response is pending</p>	<p>Rowland Nichol Bill Ardley Sam Jackson</p>	Ongoing
Intergovernmental/Infrastructure committee	<p>Reach out to Rockyview with a follow-up letter from the lunch meeting - keep the communication open</p>	<p>Action By Rowland Nichol Curtis Carriere Mark Johns</p>	Ongoing
Liaison Committee	<p>Review stewardship agreement and land use agreement addressing the new Tosguna police station.</p>	<p>Action By Sam Jackson Simon Ross</p> <p>TTN - Legal</p>	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>Update: Townhall to be held before the groundbreaking in March/spring 2026 Date and time to be confirmed.</p>	<p>TTN</p> <p>Gord Tate</p>	February 2026
Administration Bylaw	Clerical Amendments to Administration Bylaw	Council	March 2026
Council	Review the community ERP plan	Council	Feb/March
Council	Treatment facility update -potential townhall required	Council	Feb/March
Infrastructure	Mage -fibre optics legal review	townsite/legal	February
	Waste management contract review	Townsite	

Townsite Manager's Report February 17, 2026

- **FRIAA Grant** - Contract has been received, signed and returned to Edmonton. Town Hall meetings on February 6th and 10th - a total of approximately 50 residents attended. Property surveys have started and prescriptions for the tree removal are starting the week of February 16th.
- **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** - We are expecting the Insurance Company's Construction Consultant - Tomas Gardulski to have the scope of work prepared for budgeting this week. The package will be sent out to 4 contractors - the results of the budgeting will be the basis for the rebuild of the structure.

Administration has filed a proof of loss - interim statement - for the initial costs incurred from the December 17th fire. The insurance company will release the funds to offset the invoices received and paid for to date.

- **Fortis** - Fortis confirmed that their crews will be in Redwood Meadows in March to start to install the required disconnects at the street lights where MAGE has identified the antenna locations for their internet distribution. Fortis will also replace 6 street light fixtures where existing fixtures are not working. The administration has already purchased the replacement fixtures.
- **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

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