

# **TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY**

## **REGULAR COUNCIL MEETING MINUTES**

**MEETING 25-12**

**June 17, 2025**

### **Councilors in attendance:**

Councilor/Treasurer - Dominique Stadel  
Councilor Simon Ross  
Councilor/Deputy Mayor - Renita Hoskins

Councilor/Mayor - Sam Jackson  
Councilor - Rolland Nichol  
Councilor - Joan Evans

**Regrets:** Curtis Carriere

### **Administration present:**

Townsite Manager- Gord Tate

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

Meeting was called to order at 19:01 hrs. 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 Rolland Nichol

### **3. Approval of Agenda**

Motion to approve the agenda as amended. Moved by Councilor Nichol, seconded by Councilor Stadel, unanimous in favour, motion carried.

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

Meeting Minutes of June 03, 2025. Moved by Councilor Nichol to accept the minutes as presented. Seconded by Councilor Stadel. Unanimous in favour. Motion carried.

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

List updated. See Attached

### **6. Committee Updates**

- **Infrastructure** - No New updates.
- **Finance** - Committee needs new volunteers. Treasurer Stadel presented the budget/cost to date summary up to the month ending May 31st. Some tweaks are required but in general the costs to date are under the budget.

- **Bylaw** -. Committee has met - Enforcement and Fines bylaw 1st reading scheduled for tonight's meeting. The Animal Control bylaw will be deferred until September.
- **Intergovernmental** - Councilor Nichol has drafted a letter to the Alberta Minister of Municipal Affairs. The letter was reviewed and approved by the council. A final draft will be forwarded to administration so the letter can be put on Townsite letterhead, then Mayor Jackson will sign the letter and it will be sent out to the Minister.
- **Liaison** - Next meeting pending confirmation from TTN.

## 7. Visitation

Jim Coleman from Raymond James addressed the council to review the reserve fund and PVP fund investments and provided updates of the funds investment returns, service fees, and current markets, trends and where best the Townsite could focus their investments. Mr Coleman fielded questions from the councilors. Council instructed Mr. Coleman how the Townsite approved the new IPF fund and how the council needed to have 3 separate segregated funds - Reserve, PVP and IPF. Raymond James will expedite the 3 funds and will report back to Administration.

## 8. Administration Updates

Reference attached report.

## 10. UNFINISHED BUSINESS

- **Banking Options** - Administration confirmed that the Townsite will be switching bank services from RBC to ATB and that process has begun. It will take two months to complete the transition.
- **Council Survey** - Councilor Nichol discussed bringing the survey results, feedback and any associated action plans to the Society members. Administration noted that the Councilor's Corner would be a good avenue to post these updates as it could be posted once a month in the Updater. Councilor Nichol will draft the initial version. Councilor Evans will draft a schedule for the councilors responsible for writing the Councilors Corner for the next 4 months and distribute to all.
- **Raymond James** - See Visitation Item 7 above.

## 11. NEW BUSINESS

- **RMES Capital Funding** - Councilor Nichol is confirming a meeting with Fire Chief Rob Evans and will advise council once the date is set. Future meetings will focus on bringing our surrounding partners - Rocky View, TTN etc. to be part of the group.
- **Enforcement and Fines Bylaw** - Bylaw committee member Councilor Hoskins conducted a brief review of the final draft of the Enforcement and Fines Bylaw.  
**Motion: Moved by Councilor Hoskins to go to the 1st reading of the Enforcement and Fines bylaw as presented. Seconded by Councilor Stadel. Discussion. Unanimous in favor. 1st reading passed.**  
**Motion: Moved by Councilor Hoskins to go to the 2nd reading of the Enforcement and Fines bylaw as presented. Seconded by Councilor Nichol. Discussion. Unanimous in favor. 2nd reading passed.**

**Motion: To proceed to the third and final reading of the Enforcement and Fines bylaw. Moved by Councilor Hoskins. No seconder. Discussion. No unanimous decision to proceed to the 3rd reading.. Motion defeated.**

- **Cheque Runs**

Spreadsheets with cheque run information and amounts for the Operational and EFT (Operational) and Capital payments were distributed and discussed.

**Motion: Moved by Councilor Nichol to approve the Operations cheque run dated June 17, 2025 in the amount of \$34,216.04. Seconded by Councilor Stadel. Unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Evans to approve the EFT (Operations) cheque run dated June 17, 2025 in the amount of \$25,137.19. Seconded by Councilor Ross. Unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Stadel to approve the Capital cheque run dated June 17, 2025 in the amount of \$13,650.00. Seconded by Councilor Hoskins. Unanimous in favor. Motion carried**

**12. IN CAMERA – Session required. Moved by Mayor Jackson to go “in camera” at 21:00**

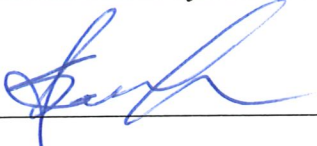
**Motion to come out of “in camera”. Moved by Councilor Hoskins at 21:08**

**13. ADJOURNMENT**

**Motion to adjourn. Moved by Councilor Hoskins at 21:08.**

Minutes recorded by Gord Tate - Townsite Manager - Next Meeting - July 08, 2025 at 19:00 hrs.

  
\_\_\_\_\_ Gord Tate - Chief Administrative Officer

  
\_\_\_\_\_ Mayor - Sam Jackson

## Townsite Manager's Report for the June 17, 2025 Council Meeting

- **Raw water Intake** - Contracts have been issued. Shop drawings submitted. Start up meeting with Clifton Engineering has been completed. Clifton is working on our application to the Province to get access into the river in early October. Administration has spoken with the RMES to utilize the Tiger dams for the coffer dam this fall.
- **Fire Hydrants** - Annual inspection and maintenance has been completed and reports received. Velocity Water Service identified two hydrants #s 20 and 22 which need additional repairs at an estimated cost of \$5K. Administration is reviewing the budget to where these costs can be covered.
- **RMES** - Fire ban was lifted at 9 am Monday June 16th. RMES on June 3rd deployed one of our bush buggies and crew to the Red Earth East Complex fire. The request came from the AEMA. Rob Evans asked administration if the equipment and crew could respond and the proceed instruction was given. The equipment and crew will be at the fire until the end of June. The provided service for the equipment and crew is billable and as of June 9th RMES has generated over 20K in billable services. Rob Evans also confirmed that RMES will be receiving \$9,585 from AHS for the medical responses from 2024. RMES will also be submitting a "wish list" of equipment to the Province and will wait to see how the Province responds.
- **Landscaping Repairs** - Remobilizing on Wednesday June 18th to complete 89 Manyhorses Drive and 44 Sleigh Drive.
- **Asphalt Repairs** - All scheduled asphalt work has been completed.
- **Entomologist / Spruce Beetle** - 55% of the residents have picked up their deterrent packs. We will continue to push to have residents come in and pick up the deterrents. Ebbs Forestry continues to monitor the attractant traps and will submit their final report in September.
- **LGFF / CCBF Grants** - Provincial representatives for the two grants noted that the MNP reported "Deferred Income" did not match up with the SFE reports. MNP has submitted letters to the two agencies to confirm that the reported deferred income indeed aligns with the SFE reporting and not as reported in the year end financials. No revisions to the financials are required.
- **Sports Field** - Aeration of the field and herbicide application was completed. Contractor has forwarded a 3 year "rebuild program" for the field which will entail aeration, herbicide applications, top dressing and overseeding. Administration will try to incorporate into the 2026 budget year.
- **Community Clean Up** - Completed, approximately 30 people volunteered, wood chips were spread on the disc golf course, tee markers installed - annual flowers were planted at Redwood House and the beds cleaned up. Families picked up all waste materials around Redwood House, sports field, skateboard park, tennis court, and bike park.
- **Executive Assistant** - Employment opportunity has been posted on the website, Updater and on social media. Application deadline is June 27th. To date we have received 3 applications

Gord Tate - Townsite Manager

COUNCIL ACTION ITEM LIST - June 17, 2025

[illegible]