

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 26-06

March 17, 2026

Councilors in Attendance:

Mayor - Sam Jackson

Councilor - Bill Ardley

Councilor/Deputy Mayor - Sharon Pegg

Councilor - Rowland Nichol

Councilor - Mark Johns

Councilor - Simon Ross

Regrets - Councilor Curtis Carriere

Administration Present: Gord Tate - CAO

1. Call to Order

The meeting was called to order at 19:05 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 Pegg and seconded by Councilor Ross. Unanimous in favor, motion carried.

4. Approval of Previous Minutes

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

5. Review of Action Items

See attached list.

6. Committee Updates -

- **Infrastructure** - MAGE has installed the antenna bases on the street lights. MAGE is expected to complete the internet distribution by the end of the week and the service will be activated.

- **Finance** - The finance committee is still working on the request for clarification for the monthly lease payments from the RFP submitters. The letter is to be completed this week and distributed to the bidders, next committee meeting is scheduled for March 27th to review the responses.
- **Bylaw** - The committee has identified two existing bylaws - Chief Elected Official Bylaw and the Freedom of Information and Protection Bylaw - that will be reviewed and amended to make them current. The amended Sign Bylaw was tabled for the second reading.

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

Second reading was approved. Administration has posted the Signs Bylaw on the Townsite Website for the public's review and comment. No comments were received from the initial posting.

- **Intergovernmental** - Councilor Nichol has been in communication with the Province with regards to the Transportation grant funding. Councilor Nichol was informed that the old structure of Transportation grants, which Redwood did not qualify for, was restructured into the MSI and now the LGFF grants in 2010 which Redwood qualifies for and have received.
- **Liaison** - The next meeting is scheduled for March 19th starting at 1pm. The meeting has been shortened to 1 hour in length and will now be conducted as a Teams meeting. The agenda has been set as an open agenda. Redwood committee members will table the request for documents required to be submitted by the Nation pertaining to the new Tosguna Police Station.
- **Fund Raising** - Councilors Ardley, Nichol and Johns provided updates from their individual targeted groups - Councilor Nichol stated that the poster competition was completed and the successful submission was confirmed and will now look to getting copies printed and distributed. Councilor Johns did not have any new response from the various user groups utilizing the Kananaskis District but will work with the same groups for poster distribution. Councilor Ardley stated that he was still waiting on some responses from the corporate companies that Redwood Meadows does business with ie. Telus, Enmax, Eastlink etc.

7. ADMINISTRATION UPDATES

See attached report.

8. UNFINISHED BUSINESS

- **Town Hall Agenda** - The agenda was finalized. Administration will confirm the number of guests who will be present addressing the work on the police station and rehabilitation centre. The final agenda will be posted in the Updater in advance of the Town Hall. Administration has received an email from a resident listing a number of concerns with the proposed new police station. These concerns have been forwarded to the Nation in advance of the Town hall. Administration is also aware of social media postings voicing concerns regarding the police station. These concerns have also been forwarded to the Nation. Councilor Pegg tabled an excerpt from the Master Lease Agreement where it detailed the Nations rights to develop within Redwood Meadows.

- **Emergency Response Plan (ERP)** - Councilor Carriere has reviewed the existing ERP and compiled a list of action items needing to be completed in order to ensure our ERP is current and complete. As Councilor Carriere was unable to attend this meeting, Mayor Jackson requested that all councilors review the action items and discussions will be deferred until the April 7th council meeting.
- **MNP Financial Audit** - MNP had their initial meeting with administration on March 16th. A list of action items were left for Townsite to address in advance of the main audit starting March 24th.

9. NEW BUSINESS

- **“App” Notifications to Residents** - Councilor Johns spoke to a phone app called “Communikit” that could provide a call out service to our residents in the case of an emergency. Mayor Jackson had spoken with a company representative for the same app at an Alberta Munis Conference. Both Councilor Pegg and Johns will research the application and see if it would be beneficial to our community and report back to council.
- **Volunteer Appreciation** - Sunday June 7th is scheduled for both the community clean up day and volunteer appreciation. The festivities will be based out of Redwood House utilizing the back deck and fire pit areas.
- **Cheque Run** - Spreadsheets detailing the cheque run for March 3rd were distributed to all present.

Motion: Moved by Councilor Pegg to approve the Operations cheque run dated March 17, 2026 in the amount of \$34,364.10. 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 March 17, 2026 in the amount of \$8,648.27. Seconded by Councilor Johns . Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Ross to approve the Capital expenditures dated March 17, 2026 in the amount of \$24,204.50. 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 Johns at 20:45

Minutes recorded by CAO Gord Tate - Next Meeting -April 7, 2026 at 19:00 hrs.

_____ Gord Tate - CAO

_____ Deputy Mayor Sharon Pegg

Townsite Manager's Report March 17, 2026

- **FRIAA Grant / FireSmart** - Work started March 10th with Zone 5, tree falling and limbing has been completed - clean up and mulching to follow. Unit 4 , tree falling and limbing is completed, clean up and mulching to follow. Berm slope has been cleared from the north entrance 650 meters towards and into Zone 3. Mulcher was delivered today and has started work in zone 6. Work in Zone 11 has been deleted, Ebbs Forestry will be notifying FRIAA of the revision.
- **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** - Administration completed the RFP for a Prime Consultant who will undertake the drawings, specifications and code review. The results of the RFP and my recommendation has been forwarded to the Insurance adjuster who has forwarded the same documents to our insurer for final approval. Once the approval is received then Administration will issue the acceptance to the successful submission and will start working with the consultant to begin the design. Once the project has been designed we will go out for tender to 4 General Contractors.
- **MAGE** - MAGE has completed the install of the antennas and is in the process of fine tuning their system. Work is expected to be completed by March 20th. With system activation to follow.
- **MNP Audit** - MNP has completed their primary review and has left a list of actions to be completed by Administration for March 24th when MNP will begin the audit process.

Gord Tate - Townsite Manager

