

**TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY**

**REGULAR COUNCIL MEETING MINUTES**

**MEETING 26-09**

**May 05, 2026**

**Councilors in Attendance:**

Mayor - Sam Jackson

Councilor - Bill Ardley

Councilor - Mark Johns

Councilor/Deputy Mayor - Sharon Pegg

Regrets - Councilor Nichol, Councilor Carriere, Councilor Ross

**Administration Present:** Gord Tate - CAO

**1. Call to Order**

The meeting was called to order at 19:02 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 Johns

**3. Agenda Confirmation**

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

**4. Approval of Previous Minutes**

Motion to approve the meeting minutes of April 21, 2026 as presented. Moved by Councilor Johns, seconded by Councilor Pegg, vote was unanimous in favor, motion carried.

**5. Visitation - RMCA** - Resident Marilyn Engelbert updated council on the planned upcoming events sponsored by the RMCA. Events include National Indigenous Peoples Day May 23rd, Canada Day - which will be cost shared with the Townsite. Casino at the end of August - volunteers needed. Spring sports have begun - approximately 160 children have registered. Parade of Garage sales is scheduled for June 27 and 28th. Two new RMCA Board members have been elected - Bonnie Miner and Nicole Rousay. RMCA and Administration will look to make upgrades to the ball diamond this year following the spring season.

## 6. Review of Action Items

See attached list.

## 7. Committee Updates -

- **Infrastructure** - Updates deferred until council committee members are in attendance.
- **Finance** - The Sylogist Software initial start up meeting was held May 4th.
- **Bylaw** - Updates deferred until council committee members are in attendance.
- **Intergovernmental** - Meeting with MLA Sarah Elmeligi scheduled for June 10th at 3pm.
- **Liaison** - Mayor Jackson met with Chief Starlight. Discussions included the police station sublease, infrastructure and improving communication between both parties.
- **Fund Raising** - Councilor Ardley confirmed an anonymous donation of \$25,000 has been made. Fund raising efforts have slowed, the committee is looking at creating a larger event that will kick start the enthusiasm again. Mayor Jackson suggested looking into a golf tournament at Redwood Meadows. Administration will speak with the course to see what dates are available and associated costs.

- **7. ADMINISTRATION UPDATES**

See attached report.

## 8. UNFINISHED BUSINESS

- **"APP" for Notifying Residents** - Administration has finalized the research into a call out service. Gord Tate distributed a summary of our research with the recommendation to proceed with "Text-em All". Administration will prepare authorization forms for the residents that wish to be notified in the event of an emergency and mail them out.
- **Clerical Amendments to the Administration Bylaw** - Proposed amendments to the Administration Bylaw have been sent out to each homeowner either as an attachment to the utility bill or direct mailing.
- **Police Station Sublease** - TTN has forwarded a draft of the proposed sublease. This draft has been forwarded to the Townsite's legal counsel for their review and input.

## 9. NEW BUSINESS

- **MNP Financial Audit** - MNPIs still finalizing the audit. There are some data entries that need to be corrected before the audit is complete. MNP will be at Redwood House starting Monday May 11th to work with staff to finalize the corrections.
- **AGM** - The agenda has been completed - no changes to the draft. The agenda will be attached to the Updater starting May 8th.
- **Redwood Rambler** - The first issue has been posted on our website and hard copies were distributed at the mailboxes and at Redwood House. Councilor Pegg has been in communication with the Tosguna Police - they will be happy to contribute to the Rambler on a monthly basis.
- **FireSmart Presentation at Bragg Creek** - Councilors Pegg and Ardley attended the FireSmart presentation at Bragg Creek. Bragg creek has one project ongoing this year and has another scheduled for next year.

- **Cheque Run** - Spreadsheets detailing the cheque run for April 21st were distributed to all present.

**Motion: Moved by Councilor Pegg to approve the Operations cheque run dated May 05, 2026 in the amount of \$2,297.74. Seconded by Councilor Ardley . Discussions. The vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Pegg to approve the EFT Operation transfers dated May 05, 2026 in the amount of \$22,766.00. Seconded by Councilor Johns. Discussions. The vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Ardley to approve the Capital expenditures dated May 05, 2026 in the amount of \$36,550.50. Seconded by Councilor Pegg. Discussions. The vote was unanimous in favor. Motion carried.**

**10. IN CAMERA – Session required - Personnel.**

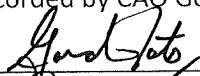
**Motion: Moved by Councilor Johns to go In Camera, seconded by Councilor Pegg at 20:14**

**Motion: Moved by Councilor Johns to come out of the In Camera session at 20:30**

**11. ADJOURNMENT**

**Motion to adjourn. Moved by Councilor Johns at 20:31**

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

  
\_\_\_\_\_ Gord Tate - CAO

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

## Townsite Manager's Report May 05, 2026

- **FRIAA Grant / FireSmart** - Project has been completed, the final project report and progress claim has been submitted to the Province for processing.
- **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. **Update:** CFEP has had a preliminary review of our application, minor adjustments made, final review and notification will be completed in July.
- **RMES Fire Hall** - Floor plan for the new hall has been accepted by the insurer. Kumlin Sullivan Architecture is finalizing the drawings/specifications in advance of going out for tender.
- **Police Station** - Townsite has received the initial draft of the new sublease agreement for the police station. It is under review with the Administration Society's legal counsel.
- **Tsuut'ina / Rogers Communication Tower** - Tsuut'ina and the contractor retained to supply and install the new tower have met with Townsite to review the location and construction schedule. Finalized drawings will be made available once completed. Tsuut'ina is interested in discussing an agreement to access the fibre optics that the Townsite has.
- **Sylogist Software** - The initial start up meeting was held Monday May 4th. Targeted implementation date is mid February 2027. Administration is finalizing a grant application through the Province's Community Initiatives Program (CIP) which if successful will offset 50 % of the cost for the software and the first year's licensing costs. The grant has to be submitted by May 15th - notification of success is not until November 2026.
- **LGFF - Capital and Operational + CCBF Capital Grants** - Administration has submitted all project reporting for 2025. All project applications for 2026 have been submitted and are with the Province for their review and approval. Once funding has been received then Townsite can schedule the work as detailed in the capital budget for 2026.
- **Street Sweeping** - Street sweeping is booked for May 25th.
- **Asphalt Road Repairs** - Administration will be meeting with Southwood Paving next week to review where we can schedule the road repairs for this year.
- **Fire Hydrants** - Administration is finalizing the schedule for Velocity Water Services to complete the annual inspection and maintenance of all fire hydrants in the community.

Gord Tate - Townsite Manager

COUNCIL ACTION ITEM LIST - May 05, 2026

Action Item	Description	Action By	Target Date
Intergovernmental/Infrastructure committee	<p><b>Councillor Nichol has been in contact with Belen at RVC further follow up pending.</b></p> <p><b>Keep the line of communication open with Rockyview County and TTN about RMES funding</b></p> <p><b>Meeting with MLA Sarah Elmeligi - June 10</b></p>	<p>Action By Rowland Nichol Curtis Carriere Mark Johns</p>	Ongoing
Liaison Committee	<p><b>Review stewardship agreement, land use agreement addressing the new Tosguna police station and taxation.</b></p> <p><b>Next meeting still to be confirmed</b></p> <p><b>Macushla Law has been copied with meeting minutes.</b></p>	<p>Sam Jackson Simon Ross</p> <p>TTN &amp; Macushlaw Legal</p>	Ongoing
Tosguna Police Station	<p><b>Develop land use agreement before the development of the Tosguna station</b></p> <p><b>Draft of Sub-lease received from TTN - under review with Macushla Law</b></p>	<p>TTN Gord Tate Macushlaw</p>	May
MAGE Contract	<p><b>Mage -fibre optics legal review</b></p>	townsite/legal	May
Emergency Response Plan (ERP)	<p><b>Review the community ERP plan</b></p> <p><b>Councilor Carriere completed his review, action items were distributed to all councilors for their review.</b></p> <p><b>Dedicated ERP discussion day is required.</b></p> <p><b>Jun 10, 2026</b></p>	Council	June
Rehabilitation Centre	<p><b>Councillor Nicholl has reached out to the Province and to AHS</b></p>	Council	May
Waste Management	<p><b>Bluplanet contract is up in August. Tender calls will be posted in July</b></p> <p><b>Review cost savings to go to alternating by-weekly service</b></p>	Townsite	July