

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 26-03
February 03, 2026

Councilors in Attendance:

Councilor/Mayor - Sam Jackson

Councilor/Secretary - Curtis Carriere

Councilor/Deputy Mayor - Sharon Pegg

Councilor - Rowland Nichol

Councilor - Bill Ardley

Councilor - Mark Johns

Regrets - Councilor - Simon Ross

Administration Present: Gord Tate - CAO

1. Call to Order

The meeting was called to order at 19:04 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 Pegg

3. Agenda Confirmation

Motion to approve the agenda as amended. 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 January 20, 2026 as presented. Moved by Councilor Carriere, seconded by Councilor Pegg, vote was unanimous in favor, motion carried.

5. Review of Action Items

See attached list.

6. Committee Updates -

- **Infrastructure** - Committee to set the date for the next meeting - Focus will be on original MAGE Contract, legal review of the same contract and actions to realize benefits from the unused fibre.

- **Finance** - Finance Committee - Final copy of the RFP to be ready for next week's distribution to the potential accounting software providers.
- **Bylaw** - 3rd reading of the new Animal Control Bylaw

Motion: Motion to proceed to the third and final reading of the Animal Control Bylaw. Moved by Councilor Nichol, seconded by Councilor Johns. Unanimous in favor. Motion carried.

Bylaw has passed and will be posted on the website. CAO Tate to provide a final copy for signing and posting.

Amendments to the Fines and Enforcement Bylaw will be passed at the next council meeting now that the Animal Control Bylaw has been passed.

Bylaw committee will now focus on updating the Land Use Bylaw.

- **Intergovernmental** - Brief discussion reviewing the meeting with the Council from Rocky View County on January 27th and what follow up actions were necessary.
- **Liaison** - Mayor Jackson provided an update from the past meeting held January 22nd at the offices of TTN. Discussions focused on the Rehabilitation Centre - schedule, the necessity for an open house to inform Society members, water and sewer hook ups, security, and traffic. Other discussions touched on infrastructure and taxation. The next meeting is scheduled for February 20th at TTN.

7. ADMINISTRATION UPDATES

See attached report.

8. UNFINISHED BUSINESS

- **Strategy Session - Feb. 7th** - Reminder to all Councilors. The session will begin at 9am sharp.
- **RMES Fund Raising Committee** - Meetings are held every Friday at 3pm at Redwood House. Weekly dedicated Updater publication revised from Mondays to Tuesdays.
- **Bylaw Enforcement** - Administration met for a second time with Warren Crowchild to discuss an opportunity to provide bylaw enforcement services. Scope of services and associated costs are being reviewed.

9. NEW BUSINESS

- **FRIAA Grant** - Townsite received approval of our application to FRIAA for our FireSmarting project for 2026. Town Hall meetings are scheduled for Feb. 6th and 10th.
- **2025 Audit - MNP** - MNP representative Cameron Larocque will attend our February 17th council meeting to review the 2025 Audit Service Plan.
- **Waste Management - Service Increase** - Administration identified that our service provider had notified Townsite of an increase of 5% to the service costs. Administration questioned council if they would support passing this increase on to Society members, or since the contract expires with Bluplanet in August 2026 would they prefer to wait until the new contract is signed and any cost impacts could be passed along after the new contract is signed. Council's preference is to wait for the new contract.

- **Fund Raising Motion** - Mayor Jackson spoke on a process for the withdrawal of funds from the account had to be determined. The motion should outline approval policy(ies) for the withdrawal of funds and how expenditures are utilized.

Motion: Moved that all funds raised and deposited into the RMES-Rebuild account are restricted to be used only for RMES purposes. Moved by Councilor Nichol, seconded by Councilor Pegg. Discussions. The vote was unanimous in favor, motion carried.

- **Cheque Run** - Spreadsheets detailing the cheque run for February 03rd were distributed to all present.

Motion: Moved by Councilor Johns to approve the Operations cheque run dated February 03, 2026 in the amount of \$17,302.82. Seconded by Councilor Pegg . Discussions. The vote was unanimous in favor. Motion carried.

Motion: Moved by Councilor Pegg to approve the EFT Operation transfers dated February 03, 2026 in the amount of \$14,884.33. Seconded by Councilor Ardley . Discussions. The vote was unanimous in favor. Motion carried.

10. IN CAMERA – No session required.

11. ADJOURNMENT

Motion to adjourn. Moved by Councilor Ardleyl at 20:24

Minutes recorded by CAO Gord Tate and Secretary Carriere - Next Meeting -February 17, 2026 at 19:00 hrs.





Gord Tate - CAO

SHARON PEGG - DEPUTY MAYOR
Curtis Carriere - Secretary/Councilor

COUNCIL ACTION ITEM LIST - February 03, 2026

Action Item	Description	Action By	Target Date
Intergovernmental Committee	Establish a committee, develop an action plan Further contact with the Ministry of Transportation is required. Councilor Nichol has forwarded a second letter - response is pending	Rowland Nichol Bill Ardley Sam Jackson	Ongoing
Intergovernmental/Infrastructure committee	Reach out to Rockyview with a follow-up letter from the lunch meeting - keep the communication open	Action By Rowland Nichol Curtis Carriere Mark Johns	Ongoing
Liaison Committee	Review stewardship agreement and land use agreement addressing the new Tosguna police station.	Action By Sam Jackson Simon Ross TTN - Legal	Ongoing
Tosguna Police station -review	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. Update: Townhall to be held before the groundbreaking in March/spring 2026 Date and time to be confirmed.	TTN Gord Tate	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 03, 2026

- **FRIAA Grant** - Formal acceptance received from the Province. Met with Keith Ebbs to set schedule and action items to get the process started. Town Hall information sessions to be held both February 6th and 10th.
- **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** - Met with a structural engineer to review the condition of the existing concrete slab on grade. His report will determine if the slab is acceptable to build on or if it has to be removed and replaced. The report is due this week. Meeting with Fortis is being finalized to review the damage to the electrical secondaries and what remedial action needs to take place. Administration will advise the insurer of the necessary actions.
- **WTP** - Ramtech is scheduled for next week to complete the service on the UV system. Parts ordered arrived on January 30th. Health Canada field personnel reviewed the plant and took water samples for testing, results expected within two weeks. Skywalker Electric replaced the defective motor on the emergency generator louvres.
- **2026 Budget** - Coordinated with Marilee Whitney, TTN and forwarded the 2026 budget to her for TTN review and comment.

Gord Tate - Townsite Manager