

# TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

## REGULAR COUNCIL MEETING MINUTES

MEETING 25-19

November 18, 2025

### Councilors in Attendance:

Councilor/Mayor - Sam Jackson  
Councilor/Secretary - Curtis Carriere  
Councilor - Simon Ross  
Councilor - Bill Ardley

Councilor/Treasurer Rowland Nichol  
Councilor - Mark Johns  
Councilor/Deputy Mayor - Sharon Pegg

**Administration Present:** Gord Tate - CAO

### 1. Call to Order

The meeting was called to order at 18:58 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 Mark Johns

### 3. Agenda Confirmation

Motion to approve the agenda as presented. 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 November 04, 2025 as presented. Moved by Councilor Ross, seconded by Councilor Nichol, vote was unanimous in favor, motion carried.

### 4. Review of Action Items

See attached list.

### 5. Committee Updates -

- **Infrastructure** - Mage contract reviewed, committee to continue to expand on the services to be provided by Mage.

Council of the whole to meet with Tosguna Police Chief Blake to confirm construction plans, scope of services and discuss a contract with Tosguna for services provided by the Townsite.

- **Finance** - Committee to meet with Administration on December 5th to review both the 2026 budget and the future purchase of new accounting software.
- **Bylaw** - Both the updated versions of the Animal Control and Waste Management Bylaws are ready for Council's first reading. See Unfinished Business. The committee stated that the Fines and Enforcement Bylaw will have to be updated to align with the new Animal Control Bylaw.
- **Intergovernmental** - Councilor Nichol presented a draft of the letter addressed to Mr. Robert Quinton, Executive Director, Strategic Procurement pursuing access to grants that other Alberta communities currently receive that Redwood Meadows does not. Discussions, Council approved the content, letter will be forwarded.
- **Liaison** - The next meeting is set for December 16th at the TTN Administration offices. Councilor Ross reported on the November 13th meeting where infrastructure and the taxation agreement was discussed. A copy of the Townsite preliminary 2026 operations budget was handed over to committee chairman Sinclair for the initial Tsuut'ina review. The scheduled review of the Stewardship agreement was deferred until the next meeting on December 16th.

## 6. Administration Updates

See attached.

## 7. UNFINISHED BUSINESS

- **Clerical Amendments to the Administration Bylaw** - This action item is deferred until the new year as it is not pressing.
- **Updated Waste Management and Animal Control Bylaws** - Councilor Nichol had distributed the updated "clean" copies of both bylaws, Council discussions followed the final review and minor amendments were incorporated. Both bylaws were then tabled for first reading.

**Motion: Moved by Councilor Nichol to amend the Animal Control Bylaw by removing section 4.5(b). Seconded by Councilor Johns. Discussion. The vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Nichol to proceed to the first reading of the Animal Control Bylaw as amended. Seconded by Councilor Ross. Discussions. The vote was unanimous in favor. Motion carried. First reading of the Animal Control Bylaw was approved.**

The bylaw will now be posted on the Townsite website with a link from the Updater so the Society members can review and provide any comment. Comments will be accepted up to November 28th.

- **Motion: Moved by Councilor Nichol to proceed to the first reading of the Waste Management Bylaw as presented. Seconded by Councilor Ross. Discussions. The vote was unanimous in favor. Motion carried. First reading of the Waste Management Bylaw was approved.**

The bylaw will now be posted on the Townsite website with a link from the Updater so the Society members can review and provide any comment. Comments will be accepted up to November 28th.

- **Draft of 2026 Operating Budget** - Administration has posted the draft of the 2026 budget in the shared drive. The operations budget has to be approved by the December 16th council meeting. Administration requested that all councilors review the draft budget and forward any questions. The finance committee will review the budget at the December 5th meeting. Administration noted that the RMES still had to forward their budget so currently we are just carrying the 2025 budget numbers on the spreadsheet.
- **Accounting Software** - Refer to the Administrative Update sheet.

## 8. NEW BUSINESS

- **Review of Stewardship Agreement** - Mayor Jackson requested that all councilors review the Stewardship Agreement so that council can have a discussion at the next meeting. Mayor Jackson also suggested that an independent legal review may provide additional insights that could help with the Liaison Committee's formal review of the agreement.
- **Priority List of Actions for 2026** - Mayor Jackson discussed setting a strategic planning session which would help the new councilors focus on the top action items moving into their term. This will also benefit the existing councilors to refocus on our previously noted targets. Gord Tate and Councilor Ross to explore opportunities with the Calgary Foundation for covering the costs of a facilitator. One suggested name put forward was Heidi Zerr with Impact 8 Inc. The working session is tentatively scheduled for Saturday January 31, 2026.
- **Cheque Run** - Spreadsheets detailing the cheque run for November 18th were distributed to all present.

**Motion: Moved by Councilor Johns to approve the Operations cheque run dated November 18th, 2025 in the amount of \$11,915.31. Seconded by Councilor Pegg. Discussions. Vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Ross to approve the EFT Operation transfers dated November 18th, 2025 in the amount of \$18,452.02. Seconded by Councilor Ardley. Discussions. Vote was unanimous in favor. Motion carried.**

**Motion: Moved by Councilor Ross to approve the Capital cheque run dated November 18th, 2025 in the amount of \$20,890.21. Seconded by Councilor Pegg. Discussions. Vote was unanimous in favor. Motion carried.**

## 9. IN CAMERA – Session required - Personnel - FOIP

**Motion to go into an In Camera session - Moved by Councilor Nichol at 21:10**

**Motion to come out of the In Camera session - Moved by Councilor Carriere at 21:19**

## 10. ADJOURNMENT

**Motion to adjourn. Moved by Councilor Johns at 21:19**

Minutes recorded by Councilor Carriere and CAO Gord Tate - Next Meeting - December 2, 2025 at 19:00 hrs.

A handwritten signature in black ink, appearing to read "Gord Tate", written over a horizontal line.

Gord Tate - CAO

A handwritten signature in black ink, appearing to read "Sam Jackson", written over a horizontal line.

~~Curtis Carriere - Secretary~~  
Sam Jackson Mayor

## Townsite Manager's Report November 18, 2025

- **New Accounting Software** - Administration has been researching and having quotes provided by three different providers to replace our Diamond Accounting Software, which will not be supported as of 2027. We have contacted our auditors, MNP and requested their input from their experience with other communities. MNP has a dedicated team specifically focused on these similar transitions and can provide not only assistance with selection but also with implementation and support. Currently our review indicates that we can expect an upfront cost of between 40K to 100K and annual costs in the range of 14K to 30K. We can carry forward with the Diamond System beyond 2027 to 2030 but without support. We have not revised the 2026 budget to account for the new software purchase.

Administration has also researched the possibility of applying for a CIP Grant (Alberta) which is a 50/50 grant and software upgrades are an approved operations project, up to 75K.

- **FRIAA Grant** - Our application for the Expression Of Interest, (EOI) has been accepted. We met with Rick Arthur - the FRIAA field representative for Southern Alberta on Thursday November 6th. We now have until December 10th, 2025 to submit our full detailed application. We have contacted Keith Ebbs, our grant writer to start the process.
- **Canada Summer Jobs Grant** - Applications open starting November 4th and are open until December 11th. We have submitted our application to the government for 4 summer positions. In addition we are forwarding a letter to our MP - John Barlow requesting his assistance/support with our application.
- **Provincial Youth Employment Grant** - We are researching another opportunity to access funds for employing youth for the summer of 2026 through a grant sponsored by the Province.
- **Wawanesa Insurance FireSmart Grant** - Townsite is applying for a small FireSmart grant sponsored by Wawanesa Insurance. Application will be submitted in the week of November 17th.

Gord Tate - Townsite Manager

COUNCIL ACTION ITEM LIST - November 18, 2025

Action Item	Description	Action By	Target Date
Intergovernmental Committee	Establish a committee, develop an action plan  <b>Further contact with the Ministry of Transportation is required</b>	Rowland Nichol Bill Ardley Sam Jackson	Ongoing
Intergovernmental/Infrastructure committee	<b>Gather information about the current RMES funding and operations to determine a clear path for the future of RMES -</b>  <b>Council to send a formal letter requesting a capital expense forecast (from an external auditor?)</b>  <b>Council questioned if an independent third party review our RMES and potentially identify additional funding opportunities</b>	Action By Rowland Nichol Curtis Carriere Mark Johns	
Liaison Committee	<b>Next meeting with TTN has been set, Dec 16th at TTN. Taxation Agreement and Stewardship Agreement are on the agenda</b>  <b>Addendum to stewardship agreement and land use agreement addressing the Tosguna police station</b>	Action By Sam Jackson Simon Ross	Ongoing
Tosguna Police Funding	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.	Gord Tate	December 2025
Household Fire Insurance	Confirm what constitutes full coverage - Proximity to a fire hall, hydrants etc.and how insurance companies view Redwood Meadows	Gord Tate	Ongoing
Administration Bylaw	Clerical Amendments to Administration Bylaw	Council	Jan 2026
Bylaw enforcement	<b>Resource third-party bylaw enforcement - Darryl Crowchild?</b>	Gord Tate	Jan 2026
Budget review/liasion	Provide a virtual accounts receivable from services provided to TTN	Gord Tate	Dec 2025