

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 25-17 - A

October 21, 2025

Councilors in attendance:

Councilor/Mayor - Sam Jackson
Councilor - Curtis Carriere
Councilor - Simon Ross

Councilor Rowland Nichol
Councilor/Deputy Mayor - Renita Hoskins
Councilor/Treasurer - Dominique Stadel

Regrets: Joan Evans

Administration present: Gord Tate

1. Call to Order

The meeting was called to order at 19:00 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 Treasurer Stadel

3. Approval of Agenda

Motion to approve the agenda as amended. Moved by Councilor Ross, seconded by Deputy Mayor Hoskins, unanimous in favour, motion carried.

4. Approval of Previous Minutes

Motion to approve meeting minutes of October 14, 2025. Moved by Councilor Nichol to accept the minutes as presented. Seconded by Deputy Mayor Hoskins. Unanimous in favour. Motion carried.

5. Acknowledgement of Departing Councilors

Mayor Jackson took the opportunity to thank Councilors Stadel, Hoskins and Evans for their service and commitment to Redwood Meadows during their term of office.

6. Adjournment

Moved by Councilor Hoskins to adjourn the meeting.

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY

REGULAR COUNCIL MEETING MINUTES

MEETING 25-17 - B

October 21, 2025

Councilors in attendance:

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

Councilor Rowland Nichol
Councilor Elect- Mark Johns
Councilor Elect - Sharon Pegg

Administration Present: Gord Tate - CAO

1. Call to Order

The meeting was called to order at 19:13 by Mayor Jackson

2. Welcome and Swearing of Newly Elected Councilors

Mayor Jackson welcomed the three newly elected councilors. Councilors elect Johns, Pegg and Ardley took the oath of office and signed the Council Code of Ethics and Confidentiality Agreement.

3. Election of the New Executive and Signing Authorities

The council as a whole discussed the various executive positions and the responsibilities of each position. Nominations for each position were tabled and filled. The new executive board is as follows;

Sam Jackson - Mayor

Sharon Pegg - Deputy Mayor

Rowland Nichol - Treasurer

Curtis Carriere - Secretary

4. Agenda Confirmation

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

5. Review of Action Items

See attached list.

6. Committee Updates - Committee chair persons were confirmed

- **Infrastructure** - Councilors Carriere and Johns will lead the infrastructure committee. Focus will be on RMES, MAGE, Communications Tower and Townsite water and sanitary systems
- **Finance** - Councilor Nichol will chair the committee and Councilor Pegg will co-chair.

- **Bylaw** - Councilor Nichol will chair the committee. Councilor Nichol will standardize an approach to all bylaw reviews and amendments / revisions. The committee will draft proposed changes and submit them to the Council for review and comment. Once reviewed and found to be acceptable a first reading will be confirmed. The bylaw will then be posted to the public for their review and input. Following any changes to the draft a second Council review and reading will be confirmed. The document will be posted again and if there are no further revisions then the third and final reading will be completed by Council.

Copies of the three bylaws already under review - Animal Control, Fines and Enforcement, and Waste Management were distributed to the new councilors for their review.

- **Intergovernmental** - Councilor Ardley will chair the committee, Councilor Nichol will assist during the transition of the past chair.
- **Liaison** - Councilor Ross will continue as chair person. Councilor Ross updated Council that the scheduled Liaison Committee meeting with TTN for October 20th was cancelled due to scheduling conflicts. The next meeting is set for November 13th at the TTN Administration offices.

7. Administration Updates

See attached.

8. UNFINISHED BUSINESS

- **Election Policy** - Review and discussion deferred until the new Councilors have had an opportunity to review the document. Administration will forward a copy to each Councilor.
- **Clerical Amendments to the Administration Bylaw** - Similar to the Election Policy - Review deferred.
- **Updated Waste Management and Animal Control Bylaw** - Copies were distributed to the new Councilors for their review. Discussions were deferred until the next meeting until new Councilors had a chance to review.

10. NEW BUSINESS

- **Communications Tower** - Administration met with TTN and Rogers representatives last week. TTN in partnership with Rogers will be installing a new communications tower in Redwood Meadows at the similar location of where our existing tower is presently located. Work is scheduled to begin in the spring of 2026.
- **TTN Scholarships** - Administration confirmed that TTN scholarships that the Council has budgeted for in 2025 are being opened for applications and administration has confirmed this with the Tsuut'ina Nation. Applications close on November 13th.
- **Alberta Munis Conference** - Conference is to be held in Calgary November 12 - 14. Mayor Jackson will attend. Gord Tate will attend the CAOs dinner on November 11th.
- **MLAs Social Event** - 4 MLAs including our MLA Sarah Elmelegi are hosting a meet and greet social event at the Bragg Creek Community Centre on Friday October 24th from 5 - 8:30 pm. Councilor Carriere is going to attend and encouraged other Councilors to attend.

12. IN CAMERA – Session required. FOIP

Motion to go In Camera session, moved by Councilor Johns at 20:37.

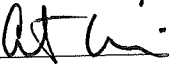
Motion to come out of In Camera, moved by Councilor Ross at 20:45.

13. ADJOURNMENT

Motion to adjourn. Moved by Councilor Pegg at 21:59

Minutes recorded by Councilor Carriere - Next Meeting - November 4, 2025 at 19:00 hrs.


_____ Gord Tate - CAO


_____ Curtis Carriere - Secretary

- **Water Intake** - Work on the intake started October 15th with LT Earth Services excavating the river bed to expose the intake vault. The water gallery was able to keep up with our raw water needs up to the point when the excavation got to minus 12'. Since then we have been supplying raw water through our 3" submersible pump positioned in the river. As of today the two box culverts have been positioned and set. Work is scheduled to be completed by Friday October 24th. RMES will be decommissioning the Tiger Dams on Saturday October 25th. Monday October 27th we will flush and clean the intake lines and camera using Cal Portisan following which we will turn the river intake valve on and start drawing our water supply from the intake.
- **6" Silent Pumps** - During the work on the water intake both of the Townsite's Silent Pumps failed and we are scheduling a service mechanic to service both pumps to ensure they are both functional.
- **Rogers Communication Tower** - TTN and Rogers met at Redwood Meadows to review the new tower location on October 15th. Administration was not asked any specific questions; it was purely an opportunity for Rogers to review the site. I did ask a Rogers representative as to their construction schedule and the response was that in all likelihood construction would be scheduled for the late spring of 2026. Details would be provided once all aspects of the project are finalized with TTN and Rogers.
- **ATB Banking** - Accounting is working with ATB to finalize the transfer of "Pre-Authorized Payments" from RBC to ATB. Administration has extended our "contract" with RBC on a month to month basis until all accounts and processes are completed.
- **Redwood Meadows Golf Course** - The new kitchen addition contractor has replaced the 2" water line servicing the clubhouse and is installing a new shutoff valve (curb stop) outside of the addition so that we now can isolate the clubhouse in the event of an emergency. We have ordered a water meter so that we can account for the water usage at the clubhouse.

Additionally we were able to isolate the water leak downstream of the golf course vault, the ball washer machine in the half way shack has a faulty valve which allowed water to run full time. This deficiency has been noted to the golf course staff so that it can be serviced/replaced in advance of next season. This leak was accounting for approximately 150 cubic meters of water loss per month.

COUNCIL ACTION ITEM LIST - October 21, 2025

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	Rowland Nichol Bill Ardley Sam Jackson	Ongoing
Intergovernmental/Infrastructure committee	Gather information about the current RMES funding and operations to determine a clear path for the future of RMES Set up a meeting in the fall with all stakeholders - Council, RMES, Rocky View, TTN, Province Further discussion with Chief Rob Evans is recommended to determine the RMES services and any issues Gain further data on personal home insurance savings if rated as a 3A customer	Action By Rowland Nichol Curtis Carriere	October 2025
Liaison Committee	Next meeting with TTN has been set, Nov. 13th at TTN. Taxation Agreement and Stewardship Agreement are on the agenda	Action By Sam Jackson Simon Ross	Ongoing
Tosguna Police Funding	Council to inquire from the Province for funding Tosguna Police for their services provided to Redwood Meadows Meeting with Chief Blake is required to discuss and develop an agreement in regards to the new station - services provided, cost of services.	Rollie Nichol Gord Tate	October 2025 November 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	November 2025