

**AGENDA**  
**TOWN COUNCIL MEETING**

April 17, 2018,  
Wild Rose Room 7:00 pm  
Meeting No. 2018-8

Chair: Mayor Sawler

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| 1. CALL TO ORDER                       | 7:00 |
| 2. AGENDA ACCEPTED                     | 7:05 |
| 3. MNP Review of 2017 Audit Results    | 7:10 |
| 4. APPROVAL OF PREVIOUS MINUTES        | 7:30 |
| • Apr. 3, 2018 Minutes                 |      |
| 5. ACTION ITEMS                        | 7:40 |
| 6. COMMITTEE UPDATES                   | 8:00 |
| • Bylaw                                |      |
| ○ Subcommittee(s) Update               |      |
| • Infrastructure Committee             |      |
| ○ Axia Update                          |      |
| ○ North Berm                           |      |
| • Personnel                            |      |
| ○ Reviews Update                       |      |
| ○ Police Checks Update                 |      |
| ○ HR Policy – Next Sections for Update |      |
| ○ Christmas Holidays                   |      |
| • Lease                                |      |
| ○ Preliminary Appraisal                |      |
| ○ EA Update                            |      |
| ○ Stewardship Agreement Update         |      |
| ▪ Taxation                             |      |
| ▪ Land Management                      |      |
| • Communications                       |      |
| ○ Tsuut'ina Scholarships               |      |
| ○ Website Update                       |      |
| ▪ Minutes                              |      |
| ▪ Bylaws                               |      |
| ○ Social Media Update                  |      |
| ○ AGM Notice + Slides                  |      |
| • Finance                              |      |
| ○ Capital Budget Ratification          |      |
| ○ Operating budget to actuals report   |      |
| • Emergency Management & Public Safety |      |
| ○ Open House Update                    |      |
| • Intergovernmental                    |      |
| ○ Minister Anderson's Letter           |      |
| 7. NEW BUSINESS                        | 9:15 |
| ○ New Aboriginal Lawyer                |      |
| ○ SGM Lessons Learned (postponed)      |      |
| 8. ADJOURNMENT                         | 9:30 |

**MINUTES of Meeting 2018-08**  
**Of the Directors of the Townsite**  
**Of Redwood Meadows Administration Society**

**HELD AT:** Wild Rose Room

**DATE:** April 17, 2018

**ATTENDED BY:** Scott Ackerman - Deputy Mayor  
George Allen - Councillor  
Neil Thornton - Councillor  
Glen Van Camp - Councillor  
Paul Sawler - Mayor  
Michael Decore - Councillor

**STAFF:**

Julia Kennedy- Francis -Townsite Manager  
Colleen Thiessen - Executive Assistant

**Guest** Shaun Pilling MNP

**ATTACHMENTS** ACTION ITEMS 2018-07 Final  
April 3 2018 Council meeting min Final  
April 17 2018 Agenda Final  
Copy of Copy of 2018 Budget to Actuals Variance Report  
Copy of Copy of 2018 capital spend tracker\_  
DRAFT Infrastructure Work Plan 2018 v.3

**MINUTES**  
**NO: 2018-08**

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Mayor Sawler called the meeting to order at 6:58 pm.

**Agenda accepted as amended**

Councillor Van Camp moved and Councillor Decore seconded to approve Agenda for April 17, 2018 Council meeting.  
**Carried Unanimously**

**Audit review**

- Council reviewed and discussed MNP's analysis of the operating and capital budgets.
- MNP will provide the final Audit documents for the AGM next month.

**18.08.57** Deputy Mayor Ackerman will provide Council with an update on the taxes, penalties and arrears.

**Action Items**

**18.08.58** Executive Assistant Thiessen will create a "Parked Items List" for the Action Items that are long-term in nature.

**18.08.59** Deputy Mayor Ackerman will confirm if we collect taxes and penalties when a house sells.

**18.08.60** Councillor Decore will talk to RMCA about applying for the Community Facilities grant.

**18.08.61** Councillor Van Camp will notify John Simpson that he can proceed.

**18.08.62** Townsite Manager Kennedy-Francis will ask Fortis to include the park lights in the LED swap project.

## Committee updates

### By-Laws

Nothing to report.

### Infrastructure

#### Axia update

**18.08.63** Councillor Allen will send Axia a letter with the outcome of the vote.

#### Public works

Snow continues to be the focus. Due to the number of cold and warm spells we have had this winter, the Townsite will have more frost heaves and cracks in the pavement this year than usual. This means there will be more pothole repairs and crack sealing than in previous years.

We should put out a notice out to community as a reminder to NOT run sump pumps into floor drains as it will overwhelm the sewage lift station. Tsuut'ina has removed the overflow pipe from the sewage lift station. Without the overflow pipe, any increased water into the sewage lines to the lift station will result in an overflow and potential back-up issue for various residents.

#### Infrastructure

The North Berm Lift station is almost completed, pumps are being installed, the cement vault had to be thawed out before installing the pumps.

Waiting on the engineered drawings for Infiltration gallery but as soon as they are completed we will be sending off for our project request to Alberta Environment / DFO approval.

#### Fiber Update.

Three different ISP's have approached Councillor Allen to get fibre into the community. Each one had different ideas of how the program could work. We will continue to speak with them.

### **Personnel**

Reviews for Townsite staff are almost complete. Peg is the last one and her review will be done next Monday evening. Rocky is the only one left to bring his in Police check.

HR Policy Holidays

1 day in Lieu for Remembrance Day can be used to lessen the number of days that we provide as extra paid days off during the Christmas break.

**18.08.64** Townsite Manager Kennedy-Francis will make a recommendation to Council for what days should be given.

### Lease

#### **Preliminary Appraisal.**

In process. Townsite Manager Kennedy-Francis receives weekly updates.

#### **Environmental Assessment**

Townsite Manager Kennedy-Francis met with the supervisor of the Tsuut'ina Lands Office to discuss the importance of initiating the EA for the designation process.

**18.08.65** Executive Assistant Thiessen will send out an update of the LAWG meeting invitation.

**18.08.66** Townsite Manager Julia Kennedy-Francis will ask Rocky - what is the plan for getting the engineered drawings done for the Maintenance Building?

18.08.67 Councillor Decore will put together a communication about the lease.

**Communications**

**Scholarships.**

We had 15 apply. They will be reviewed by the Indigenous Awareness Committee and the results should be out by the end of April.

**Website**

The bylaws that were provided to Councillor Decore have been uploaded to the website. When can Townsite staff start editing?

**Social Media Update.**

We are setting up a Facebook page called Redwood Forum. People will have to apply to be members and it will be closely monitored.

**Capital Budget:**

Deputy Major Akeman moved and Councillor Van Camp seconded to approve the 2018 Capital Budget as presented to council.

**Carried Unanimously**

**Emergency Management**

Emergency Management open house is May 12<sup>th</sup>.  
The Tiger Berm Training is May 26<sup>th</sup> from 1 – 3 p.m.

**Intergovernmental:**

Council discussed changing the Society's bylaw to state that any decisions impacting Lease Holders' assets/ property be a 1 vote per household

18.08.68 Townsite Manager Kennedy-Francis will draft the amendment for the Society's bylaw.

**New Business**

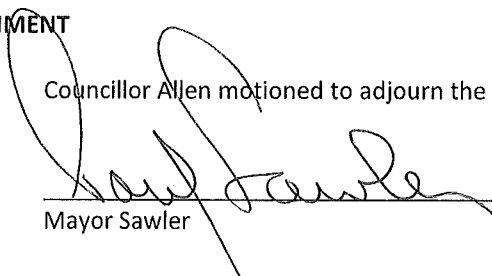
Our new Aboriginal lawyers would like to schedule an introduce meeting. We can do it on skype during a Council meeting in June.


Motion to go in camera by Councillor Allen second by Councillor Van Camp at 10:00.

Came out of camera at 10:40.

**ADJOURNMENT**

Councillor Allen motioned to adjourn the meeting at 10:45. Deputy Mayor Ackerman Second.

  
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Mayor Sawler

  
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Deputy Mayor Ackerman