

AGENDA
TOWN COUNCIL MEETING

Tuesday Jan. 23, 2018
Wild Rose Room 7:00 pm
Meeting No. 2018-1

Chair: Mayor Sawler

- | | |
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| 1. CALL TO ORDER | 7:00 |
| 2. AGENDA ACCEPTED | 7:05 |
| 3. APPROVAL OF PREVIOUS MINUTES | 7:10 |
| • Jan. 9, 2018 Minutes | |
| 4. ACTION ITEMS | 7:15 |
| 6. COMMITTEE UPDATES | 8:00 |
| • Infrastructure Committee | |
| ○ Axia Update | |
| ○ North Berm | |
| ○ Server Upgrade Project | |
| ○ Residential Waste Services Contract Update | |
| • Personnel | |
| ○ Records Check – Vulnerable Sector | |
| ○ Personnel Policy | |
| • Lease | |
| ○ LAWG & Joint Meetings Update | |
| • Communications | |
| • Finance | |
| ○ Admin. Fees Update | |
| • Emergency Management & Public Safety | |
| • Intergovernmental | |
| ○ CRP Update | |
| • Bylaw | |
| • Community Liaison | |
| 7. NEW BUSINESS | 8:45 |
| • Building Permits Approval Process | |
| • AGM Date – May 15 th | |
| 8. ADJOURNMENT | 9:00 |

MINUTES of Meeting 2018-2
Of the Directors of the Townsite
Of Redwood Meadows Administration Society

HELD AT: Wild Rose Room

DATE: January 23, 2018

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

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

REGRETS: Michael Moore - Councillor

ATTACHMENTS ACTION ITEMS 2018-01 (00000003)
Copy of 2017capitalbudgetgrants
Copy of Copy of 2017 Budget to Actuals Variance Report2
Copy of Redwood Vac and Lieu time (v2.2)
FW permits and fees Email Jan 23
2018agenda v.1
January 9 2018 Council meeting min CMT Final
(00000002) RWM accessory permit
RWM fire pit permit
RWM house colour permit
RWM Personnel Policy Jan 2017 v.6
RWM Tree cutting permit

MINUTES
NO: 2018-02

Mayor/Chair Sawler called the meeting to order at 7:05 pm

Agenda accepted as presented

Councillor Van Camp moved and Councillor Allen seconded to approve Agenda for January 23, 2018 Council meeting.
Carried Unanimously

Approval of previous minutes

Councillor Van Camp moved and Councillor Thornton seconded to approve the minutes as amended of January 9, 2018 Council meeting.

Carried Unanimously

Committee updates

Infrastructure:

North Berm:

Fortis sent an email to Townsite Manager Kennedy-Francis saying that they would be in to install the power for the lift station in 3 to 5 business days.

Cliffton Engineering is working with the contractor to get the interior of the lift station prepped for the installation of the generator(s).

Water levels continue to remain low and Public Works Maintenance Labourer MaCrae is monitoring the manholes.

Neptune update is complete. Administrative Assistant Rupert is checking the handhelds to make sure that it will run meter readings.

Diamond upgrade is still in process.

18.07 Townsite Manager Kennedy-Francis to check in on the cheque printing issue.

Axia

We are at 255 with 8 more in the hopper to be signed up.

Councillor Allen to loop back with Steve and see what the numbers actually look like.

At the open house the residents main concern was with the bundle idea. Can we put an IT person out there to help with getting things hooked up?

We will have a person here during the transition to help residents pick their options and come back to help with the installation. We could apply for a federal grant for a summer student.

18.08 Councillor Allen is to provide Townsite Manager Kennedy-Francis with the scope of work for the summer student position so we can apply for a Federal Grant.

18.09 Executive Assistant Thiessen is going to ask Administrative Manager Evans about the small in-home offices to see if they are both signed up.

If we get to 285 will they likely just move forward.

We should try and change the signs on February 1, 2018.

Personnel:

We have changed the sick days from 15 to 10. We will also be calculating overtime once 8 hours for the day has been put in and/or 40 hours per week.

18.10 Executive Assistant Thiessen to check with Administrative Manager Evans to see if changing the sick days from 10 to 15 will affect Sunlife for Short term and Long term disability.

Councillor Van Camp moved and Deputy Major Ackerman seconded to approve the Human Resources Policy with the noted changes.

Carried Unanimously

LAWG

We were able to secure MLA - Leela Aheer to attend the Joint Lease meeting on January 26, 2018 to help her to understand the main issues for the meeting with the Minister. She will be only attending the first half of the meeting. The second half of the meeting will be for the Joint Group.

Tsuut'ina will be looking into the possibility of INAC funding for the Wastewater study. We should also try and get an update on the Terms of Reference for the Environmental Assessment.

Communications

We are working on the relationship with RMCA. We will try and do a better job with communicating with their Council. RMCA board will attend our February 6th Council meeting and Councillor DeCore will attend their meeting on February 8th.
RMCA and RMES need their own drives or cloud storage to keep their information current and up to date.

- 18.11** Executive Assistant Thiessen will talk to Councillor Allen about what the best solution for digital storage space for RMCA and RMES is.

Council directed Townsite to have PureIT investigate an email signature for Council and Staff. We received a letter from a resident that there are other residents feeding the deer. Councillor DeCore will get in touch with J Honeyman to have him come in to do a presentation about the dangers of feeding wildlife. Can we investigate whether other towns use a ticketing system when a bylaw is broken?
Councillor Van Camp brought up the idea of our operations folks having Walkie Talkies on their person when they are out in the Townsite.

- 18.12** Townsite Manager Kennedy-Francis to look into the possibility of having Walkie Talkies available.

Finance

Council reviewed the Capital and Operating budget spreadsheets.
Tax letters have gone out to those residents who are overdue. For those that are in arrears we will be approaching them in March. Tsuut'ina has provided case law stating that First Nations people that live on First Nation designated lands must pay property taxes.
We will have a capital meeting to discuss a dollar amount based on last years plan and expenditures.

- 18.13** Deputy Mayor Ackerman and Executive Assistant Thiessen to figure out times for the operating and capital meetings.

Council has confirmed that the Admin. Fees have processes and procedures in place and that the new fee schedule will be posted to the website. The links that are there are working and the residents do have access to the forms. We are in the process of putting together a permit process for renovations and additions to properties with in the Townsite.

- 18.14** Executive Assistant Thiessen will post the Admin. Fee schedule on the website and put something in the updater to say that they are now posted.

Emergency Management

We are looking into getting some training for the office staff around emergency response training.
There is a meeting to be scheduled in February to meet with Randy Smith regarding the Fire services agreement. Townsite Manager Kennedy-Francis, Councillor Van Camp and Fire Chief Rob Evans will attend.

Intergovernmental

CRP has mandatory meetings on February 2nd and March 9th. Mayor Sawler is available for the February one but may need someone to attend for him in March.

FMC

FCM (Federation of Canadian Municipalities) is coming up and we need to decide who will be attending from May 31 to June 3, 2018.

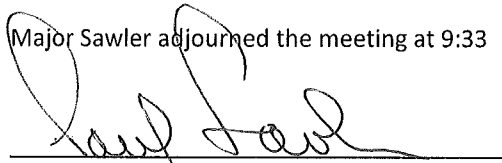
- 18.15** Townsite Manager Kennedy Francis will look at the Agenda for the FCM meeting and report back to Council.

AGM Has been confirmed for May 15. We will pull up the old slide deck and make changes to it.

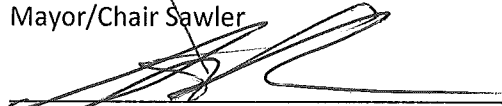
- 18.16** Executive Assistant Thiessen will get last years slide deck from Administrative Manager Evans and send it out to Council.

ADJOURNMENT

Mayor Sawler adjourned the meeting at 9:33

A handwritten signature in cursive script, appearing to read "Paul Sawler", written over a horizontal line.

Mayor/Chair Sawler

A handwritten signature in cursive script, appearing to read "Deputy Mayor Ackerman", written over a horizontal line.

Deputy Mayor Ackerman