

AGENDA
TOWN COUNCIL MEETING

June 5, 2018
Wild Rose Room 7:00 pm
Meeting No. 2018-10

Chair: Deputy Mayor Ackerman

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| 1. CALL TO ORDER | 7:00 |
| 2. AGENDA ACCEPTED | 7:05 |
| 3. Visitation: RMCA President - Renata Van der zande | 7:10 |
| 4. APPROVAL OF PREVIOUS MINUTES | 7:30 |
| • May 1, 2018 Minutes | |
| 5. ACTION ITEMS | 7:45 |
| 6. COMMITTEE UPDATES | 8:00 |
| • Bylaw | |
| ○ Subcommittee(s) Update | |
| • Infrastructure Committee | |
| ○ Fibre Update | |
| ○ Workplan Update | |
| • Personnel | |
| ○ Employee Contract Update | |
| • Lease | |
| ○ Preliminary Appraisal | |
| ○ EA Update | |
| ○ Stewardship Agreement Update | |
| • Communications | |
| ○ Tsuut'ina Scholarships | |
| ○ Website Update | |
| ○ Letter from Karen (SR1) | |
| • Finance | |
| ○ Capital/Operating Budget Update (second meeting of each month) | |
| ○ Tax Arrears Update | |
| • Emergency Management & Public Safety | |
| ○ Open House Update | |
| ○ Tiger Berm Update | |
| ○ State of Local Emergency Protocol Update | |
| ○ RMES Monthly Report | |
| • Intergovernmental | |
| ○ FCM Update | |
| 7. NEW BUSINESS | 9:00 |
| ○ SGM Lessons Learned (postponed) | |
| ○ Nominations Briefing note. | |
| ○ AGM Feedback | |
| ○ Volunteer Appreciation – Canada Day Briefing Note | |
| ○ Resident request to change external siding | |
| 8. ADJOURNMENT | 9:15 |

MINUTES of Meeting 2018-10
Of the Directors of the Townsite
Of Redwood Meadows Administration Society

HELD AT: Wild Rose Room

DATE: June 5, 2018

ATTENDED BY: Scott Ackerman - Deputy Mayor
George Allen - Councillor
Glen Van Camp - Councillor
Michael Decore - Councillor

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

Regrets Paul Sawler - Mayor

ATTACHMENTS Agenda June 5, 2018 Final2
ACTION ITEMS 2018-09 Final
May 1, 2018 Council meeting min Final
May 2018 Townsite Management report
Infrastructure Work Plan May 2018 Update
Public Works Update
Nomination for Acclamation Briefing Note
Redwood Meadows Council Resolution 2018-002 Nomination
Volunteer – Canada Day Briefing Note Final

MINUTES
NO: 2018-10

Deputy Mayor Ackerman called the meeting to order at 7:05 pm.

Agenda Accepted as Amended

Motion to accept agenda by Councillor Van Camp second by Councillor Allen.

Carried Unanimously

Minutes Accepted as Amended

Motion to approve minutes by Councillor Decore second by Councillor Van Camp to approve Minutes for May 1, 2018 Council meeting.

Carried Unanimously

Action Items

Councillor Van Camp will meet with Jody from Big Hill Springs about concrete and asphalt. Jody will come here.

Townsite Manager Kennedy-Francis will let Operations Manager Bond know that he should get asphalt quotes for the tennis courts.

Committee Updates

By-Laws Nothing to report.

Infrastructure
Internet update

We are waiting to meet with Steven Bull about fiber.

Wastewater

Councillor Allen brought forward a c-can option for processing Wastewater. Bragg Creek could also be an option but will be very expensive. There is an option of putting the c-can in front of the Lagoon.

Maintenance building

Townsite Manager Kennedy-Francis to set-up a meeting with Operations Manager Bond and Councillor Allen to review plans for the maintenance shed.

Ice rink

Can Councillor Van Camp and Bart Frasca decide whether the asphalt solution is sufficient or whether we absolutely have to go with concrete? If we have to go with concrete we may need to wait for an additional grant or find more monies.

- 18.10.75** Townsite Manager Kennedy-Francis to set-up a meeting with Operations Manager Bond and Councillor Allen to review plans for the maintenance shed.

Personnel

Staff

Townsite Manager Kennedy-Francis informed Council all employee contracts are completed with updated Job descriptions.

Council

We need to do the Swearing-In-Ceremony for the two new councillors for the next Council meeting.

Lease

Preliminary Appraisal

We went through the preliminary appraisal with the nation and the pre-paid 30-year consideration was not included.

Environmental Assessment

The report should be back to the nation next week. The infiltration gallery work is already being addressed.

Stewardship Agreement

Townsite Manager Kennedy-Francis is working on the newest edition. The line has been blurred for infrastructure ownership versus operations responsibilities. The focus is on the Land Management part. We are aiming for it to be complete by end of July and then the lawyers get it in July or August.

Communications

Scholarships

Mayor Sawler & Councillor Decore went out for lunch with the recipients. Carmen Little Light who is the communication coordinator for Tsuut'ina and does an updater for their community will coordinate with Counsellor Decore and Executive Assistant Thiessen to exchange announcements so both communities are aware of activities in both communities. For next year the students asked if the Townsite could come out and present what the scholarship is all about in the fall timeframe (prior to spring release).

Website

Needs a logo added to it. Mike needs to come in and show Administrative Assistant Rupert and Executive Assistant Thiessen how we can edit the website.

SR1 Letter – Resident Request

The Council has already provided their opinion officially along with Tsuut'ina last year. If the resident wishes to submit their own letter they are welcome to do so as a private citizen. We will also allow the resident to post information on our boards in the community to encourage others to write similar letters.

Finance

Tax Arrears

The original total of \$27,000 overdue from 2017 is now down to \$11,270. There are still 3 residences in arrears. One will be paid by the end of June with the other two paid by Dec 2018 and all will be required to sign up for the TIPP program. If any

miss TIPP payment or arrears payment obligations the previous interest/penalty charges may be reapplied. Agreement letters have been drafted for resident review/signature.

Funding

All grants have been applied for and Pat is pursuing them. We are waiting for the \$327,000 that is to come back from the lift station.

Operating & Capital Budget

Tabled until the June 19th Council Meeting.

Emergency Management

Tiber Berm Training

Went very well. Operations Manager Bond, resident volunteers and representatives from the Nation were all there.

Emergency Open House Update

There was a low turn out. We need to plan ahead next year. Maybe we can look at incorporating it with the Canada Day activities.

State of Local Emergency (SOLE)

Townsite-Manager Kennedy-Francis was at the Emergency Command Centre (ECC) with Crystal Whitney for the potential Wild Fire threat. Crystal confirmed she is the contact for the Nation to call a SOLE for the Townsite of Redwood Meadows.

Redwood Meadows Emergency Services (RMES) Report

RMES had a WASP sprinkler unit on display at the Emergency Open House. We should look at getting them installed on the public buildings.

18.10.76 Councillor Van Camp will follow-up with Fire Chief Evans to find out if the units are ready to be installed.

Intergovernmental:

FCM

Councillor Allen brought back information regarding electronic document storage management. With this document management system we can access other municipality's information such as bylaws and policies.

18.10.77 Executive Assistant Thiessen is to set-up a meeting with the company and Townsite Manager Kennedy-Francis and Councillor Allen to review the solution and associated costs.

New Business

Nominations Briefing Note

Tabled to the next Meeting.

Volunteer Canada Day Briefing Note

Our Volunteer appreciation event will be the Annual Christmas Party.

AGM

Recommend we consider moving the AGM up by a couple of weeks next year to hold it towards the end of April so we are not competing with good weather.

RMCA

Concerns were raised regarding RMCA relying on the Townsite Office to do organizing activities for the Canada Day event.

18.10.78 Councillor DeCore will to speak with RMCA President re: RMCA taking care of the responsibilities associated with the Canada Day activities.

Powwow Volunteers

18.10.79 Councillor DeCore will talk with Donna regarding the volunteer needs for the Tsuut'ina Powwow.

Resident Siding Request

Must go through the Home Improvement Process as previously agreed.

In-Camera

Motion to move to in-camera at 9:35 p.m. by Councillor Allen second by Councillor Van Camp.

Carried Unanimously

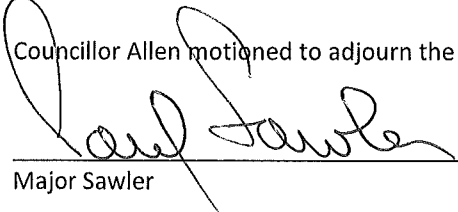
Out of In-Camera

Motion to move out of in-camera at 9:45 p.m. by Councillor Allen second by Councillor Van Camp.

Carried Unanimously

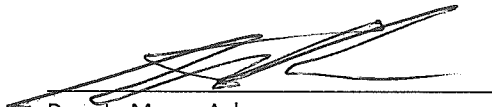
ADJOURNMENT

Councillor Allen motioned to adjourn the meeting at 9:45.



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

Major Sawler



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

Deputy Mayor Ackerman