

AGENDA
TOWN COUNCIL MEETING

September 18, 2018
Wild Rose Room 7:00 pm
Meeting No. 2018-15

Chair: Mayor Sawler

- | | |
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| 1. CALL TO ORDER | 7:00 |
| 2. AGENDA ACCEPTED | 7:10 |
| 3. RMCA Visitation – Renate | 7:15 |
| 4. APPROVAL OF PREVIOUS MINUTES | 7:20 |
| • Aug. 14 th & Sept. 5 th , 2018 Minutes | |
| 5. COMMITTEE UPDATES | 7:45 |
| • Bylaw | |
| o Warning Letter | |
| o General Update | |
| • 18.14.95 Nations Cannabis bylaw – Townsite Manager Kennedy-Francis | |
| • 18.14.96 AUMA Cannabis bylaw – Executive Assistant Thiessen | |
| • 18.14.97 Look at surrounding communities for Cannabis – Executive Assistant Thiessen | |
| • 18.14.98 Bear Trap on the Nations land – Townsite Manager Kennedy-Francis | |
| • 18.14.99 Picture of Bins to Council – Executive Assistant Thiessen | |
| • Infrastructure Committee | |
| o General Update | |
| • 18.14.100 Call 310-WIRE for power outlets on some of Townsite’s poles – Executive Assistant Thiessen | |
| • 18.14.101 Telus Tower contract to Councillor Allen – Townsite Manager Kennedy-Francis | |
| • Personnel | |
| o Council Job Descriptions | |
| • Lease | |
| o General Update | |
| • 18.14.102 Water & Wastewater Assessment Studies – Townsite Manager Kennedy-Francis | |
| • 18.14.103 Sea-Can company meeting – Executive Assistant Thiessen | |
| • Communications | |
| o Communication Protocol – Councillor Ackerman | |
| • Finance | |
| o Operating & Capital Budgets Update | |
| • 18.14.95 DRP Money – Townsite Manager Kennedy-Francis | |
| • Emergency Management & Public Safety | |
| o RMFA Legal Fees | |
| • Intergovernmental | |
| 6. NEW BUSINESS | 8:45 |
| 7. ADJOURNMENT | 9:00 |

MINUTES of Meeting 2018-15
Of the Directors of the Townsite
Of Redwood Meadows Administration Society

HELD AT: Wild Rose Room

DATE: September 18 2018

ATTENDED BY: Scott Ackerman Deputy Mayor
George Allen Councillor
Michael Decore Councillor Left at 10:30
Ed Perkins Councillor
Glen Van Camp Councillor

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

Regrets Paul Sawler Mayor
Scott Winograd Councillor

Guests Renate van der Sande RMCA President

ATTACHMENTS Agenda Sept 18, 2018 Final
Deputy Mayor Job Description Aug 3 2018 v.3 clean copy
General Council Member Job Description v.3 clean copy
Mayor Job Description Aug 3 v.3 clean copy
Secretary's Job Description Aug 3 2018 v. 3
Treasurer Job Description Aug 3 2018 v. 3 clean copy
Copy of the 2018 Budget to Actuals Report
Copy of the 2018 Capital spend tracker
Infrastructure public works update.
Infrastructure work plan
September 5 Council meeting minutes final

MINUTES
NO: 2018-15

Deputy Mayor Ackerman called the meeting to order at 7:53 pm.

Agenda Accepted as Amended

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

Carried Unanimously

RMCA Update

Volunteer of the Month Ann Sullivan

Ice Rink:

Quotes are in for the rink. Concrete is \$210,000. We are waiting on two other contractors to provide quotes. Then we will make a decision. For this year, we will have Big Hill Springs to do maintenance on the boards and to add a door on the players' box.

Casino:

In the Spring/Summer of 2019, we will do a casino. The casino usually brings in approximately \$40,000. The funds will be used for the rink and upgrading the Tennis courts.

Lady Bug Park:

It needs to be upgraded. We will be replacing the slide with swings.

Kitchen Upgrades:

We will be using a \$7,000 grant for a new sink and dishwasher. Next year we will need \$10,000 to put in a new floor.

Renate will send Council pictures of the Roof and the items for the park.

Minutes were accepted for Sept 5, 2018 Council Meeting

Carried Unanimously

Bylaws

We need bylaws that have specific fines in them. Councillor Perkins will meet with the Nations Chief of police to see how they can help us rewrite our bylaws and to see what a partnership would look like.

At the next Council meeting we need to read into the Society and/or Bylaw Enforcement bylaw that a staff member has the ability to enforce bylaws.

18.15.104 Councillor Perkins will send the society and enforcement bylaws to Townsite Manager Kennedy-Francis

18.15.105 Townsite Manager Kennedy-Francis will speak to the staff about who could be the Bylaw Enforcement Officer.

18.15.106 Townsite Manager Kennedy-Francis will draft a bear smart bylaw including 1st 2nd and 3rd offences for the 1st meeting in October.

18.15.107 Townsite Manager Kennedy-Francis will pull the AUMA Cannabis bylaw and modify it as required for the second meeting in October.

18.15.108 Executive Assistant Thiessen will send MD, GVC, GA, EP a picture of the bins that Garbage Good guys suggested we use.

Infrastructure**Maintenance Building:**

We are waiting for Fortis and ATCO to do their connection installation.

Water Treatment Plant

The Barrel lift electrical was extended to the Water Treatment Plant and there is some grading to be done to complete the project.

Councillor Allen and Decore brought forward a motion regarding Waste Disposal. We need to work with a bin vendor that can provide us with Bear proof bins we need to have the bins in place by the Spring.

18.15.108 Townsite Manager Kennedy-Francis will check with Operation Manager Bond to see what the cost of the Pavement lift is. If it is below \$10,000, then it should proceed. If it is above the \$10,000 then she will inform Councillor Allen.

18.15.109 Townsite Manager Kennedy-Francis will confirm with Garbage good Guys that they will be in the community by 7am and finished by noon

18.15.110 Executive Assistant Thiessen will ask Operation Manger Bond if Operations Laborer MaCrae can fix the bold sign that is in the shop.

18.15.111 Executive Assistant Thiessen will send Council the email from Stan Orlesky from Fortis that describes the brightness of the LED lights.

18.15.112 Executive Assistant Thiessen will ask Administrative Assistant Rupert to proceed with getting the LED lights done that the Townsite is responsible for.

Personnel**Job descriptions**

18.15.113 Townsite Manager Kennedy-Francis was asked to provide examples of what AUMA and Municipal Affairs provide for Municipalities..

- 18.15.114 Executive Assistant Thiessen was asked to set up a meeting with the document storage people and Councillor Allen
- 18.15.115 Councillor Allen was asked to put in some sub bullets in the General Council job description for the sub committees.
- 18.15.116 Executive Assistant Thiessen will set up a meeting with the Sea-Can company.

Lease

For the Environmental Assessment we are waiting on the DISC requirements for the soil sampling. Water and Waste Water study proposal needs to be done prior to AUMA. Clifton will provide the proposal by Sept 27, 2018.

We have engaged our lawyers to start reviewing documents. We are still waiting on feedback from the Nation regarding the taxation pieces.

18.15.117 Executive Assistant Thiessen let Tracey from the AUMA know that Water and Waste Water assessment studies for the meeting in Red Deer regarding Municipal grants.

18.15.118 Executive Assistant Thiessen will get the addresses for the lease working group participants.

Communications

Directives to staff will come from the regular Council meetings or through the Mayor. If Council wants information from Staff, they can communicate with them directly. Staff need to keep Council informed of what is going on in the Townsite. Lorne Harder from Bragg Creek Chamber of Commerce invited Councillor Decore to their meeting.

18.15.119 Executive Assistant Thiessen will send out the Signal app to all Councillors to add to their phones.

Finance

Tax letters need to go out registered mail.
Gas tax money has been received 310,000
MSI we are waiting for the money.
There is a DRP meeting set up to discuss the engineering costs with Clifton. Once this meeting is complete, we will schedule a meeting with DRP.
Grant Money is coming in slowly.

In-Camera

Motion to move to in-camera at 10:15 p.m. by Councillor Van Camp.

Carried Unanimously

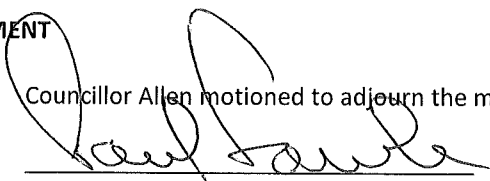
Out of In-Camera


Motion to move out of in-camera at 11:37p.m. by Councillor Allen

Carried Unanimously

ADJOURNMENT

Councillor Allen motioned to adjourn the meeting at 11:45.


Major Sawler


Deputy Mayor Ackerman