

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

Regular Council Meeting: October 17, 2023

Resolution No.	Motion	Council Decision	OA Response	Comments
231017-01	Motion that Council accept the October 17, 2023 Regular Council Meeting Agenda as presented.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-02	Motion that Council accept the August 31, 2023, Special Council Meeting Minutes and acknowledge the Official Administrator's comments.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-03	Motion that Council accept the September 12, 2023, Regular Council Meeting Minutes and acknowledge the Official Administrator's comments.	<b>6-1 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Shannon Dean Councillor Mel Foat Councillor Blaine Funk Councillor Ritesh Narayan <b>OPPOSED</b> Councillor Sandy Johal-Watt	DISALLOWED	See Below
231017-04	Motion that Council direct administration to complete the settlement and full release as per the information in Agenda item 10.2 based on finding options for repayment, final agreement is subject to Council approval.	<b>CARRIED UNANIMOUSLY</b>	DISALLOWED	See Below

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved

Disallowed – Bylaw or resolution is void

Out of Scope – Council's bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

<p>231017-05</p>	<p>Motion that Council directs administration, to request the provincial government to direct their Official Administrator to review all motions of council within 7 days or provide a reasonable explanation for a delay.</p>	<p><b>4-3 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt Councillor Ritesh Narayan</p>	<p>ALLOWED</p>	
<p>231017-06</p>	<p>Motion that Council directs Administration to request from provincial government to outline the appeal process of disallowed motions.</p>	<p><b>5-2 FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Shannon Dean Councillor Mel Foat Councillor Blaine Funk <b>OPPOSED</b> Councillor Sandy Johal-Watt Councillor Ritesh Narayan</p>	<p>ALLOWED</p>	

OA Initials

October 27, 2023

Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved

Disallowed – Bylaw or resolution is void

Out of Scope – Council’s bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

231017-07	Motion that Council accept the Communications Update presentation as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-08	Motion that Council Move into Closed Session at 9:55 a.m. to discuss the following: <ul style="list-style-type: none"> <li>FOIP Part 1, Division 2, Section 23 Local Body Confidence – Legal Matters</li> </ul>	<b>5-2 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk Councillor Ritesh Narayan <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt	ALLOWED	
231017-09	Motion that Council come out of Council come out of Closed Session at 10:23 a.m.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-10	Motion that Council under Procedure Bylaw #014-22 Section 2.3 temporarily suspend the following rules for procedure - #17.1 Council Meetings are recorded and livestreamed to the public with the exception of closed sessions, to allow the closed session of the Council Meeting to be recorded but not live streamed. Under Section 2.3, this motion to suspend the rules or procedures is	<b>5-2 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk	ALLOWED	

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved  
Disallowed – Bylaw or resolution is void  
Out of Scope – Council’s bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

	only in effect for today's Regular Council Meeting of October 17, 2023	Councillor Ritesh Narayan <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt		
231017-11	Motion that Council move into Closed Session at 10:26 a.m. to discuss the following: <ul style="list-style-type: none"> <li>FOIP Part 1, Division 2, Section 23 Local Body Confidence – Legal Matters</li> </ul>	<b>5-2 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk Councillor Ritesh Narayan <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt	ALLOWED	
231017-12	Motion that Council come out of Closed Session at 11:30 a.m.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-13	Motion that Council release both Closed Session discussions relating to FOIP Section 23 during the October 17, 2023 Regular Council meeting from 9:55 a.m. to 11:30 a.m.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-14	Motion that Council agree to not use electronic devices to interact with members of the public during a Council	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved

Disallowed – Bylaw or resolution is void

Out of Scope – Council's bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

	Meeting or perform other unrelated activities.			
231017-15	Motion that Council demand that Councillor Dean release all text messages from his personal electronic device during the Regular Meeting of Council on October 17, 2023 from 9:00 a.m. to 11:00 a.m. to a third-party legal counsel MJM LLP Jeff Moroz to determine if related to Council business.	<b>4-3 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt Councillor Ritesh Narayan	DISALLOWED	See below
231017-16	Motion that Council agree to turn off or remove electronic devices that cause outside distraction and refrain from side conversations when other member(s) of Council or member(s) of the public are speaking for the duration of Council Meetings and during other Council business.	<b>CARRIED UNANIMOUSLY</b>	DISALLOWED	See below
231017-17	Motion that Council accept the Transportation Master Plan Update as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-18	Motion that Council accept the Social Needs Assessment Findings presentation as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved

Disallowed – Bylaw or resolution is void

Out of Scope – Council’s bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

231017-19	Motion that Council accept the Annexation Budget Review presentation as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-20	Motion that Council approve the increase of the Annexation Study operating budget from \$210 000 to \$400 000 from unrestricted surplus reserves	<b>4-3 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt Councillor Ritesh Narayan	ALLOWED	
231017-21	Motion that Council approve the award of \$268,000.00 for the City of Chestermere Growth Study contract to V3 Companies of Canada Ltd. and authorize the City Director of Growth and Development and the Mayor to sign the contract.	<b>4-3 CARRIED FOR</b> Mayor Jeff Colvin Deputy Mayor Stephen Hanley Councillor Mel Foat Councillor Blaine Funk <b>OPPOSED</b> Councillor Shannon Dean Councillor Sandy Johal-Watt	ALLOWED	

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved  
 Disallowed – Bylaw or resolution is void  
 Out of Scope – Council’s bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

		Councillor Ritesh Narayan		
231017-22	Motion that Council table the Committees Update discussion until the October 31, 2023, Regular Council Meeting.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-23	Motion that Council give first reading to Bylaw #024-23 being the amended City of Chestermere Committee Guidelines Bylaw.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-24	Motion that Council give second reading to Bylaw #024-23 being the amended City of Chestermere Committee Guidelines Bylaw.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-25	Motion that Council give consideration for third reading to Bylaw #024-23 being the amended City of Chestermere Committee Guidelines Bylaw.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-26	Motion that Council give third and final reading to Bylaw #024-23 being the amended City of Chestermere Committee Guidelines Bylaw.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-27	Motion that Council move into closed session at 3:33 pm to discuss the following: <ul style="list-style-type: none"> <li>• FOIP Part 1, Division 2, s.16 – Western Irrigation District Update</li> <li>• FOIP Part 1, Division 2, s. 16 – Lift Station 12 Endeavour</li> <li>• FOIP Part 1, Division 2, s. 25 – Labour Relations</li> </ul>	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved

Disallowed – Bylaw or resolution is void

Out of Scope – Council's bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

231017-28	Motion that Council come out of closed session at 5:12 p.m.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-29	Motion that Council add the following item to the agenda: 11.1 Cancellation of the October 17, 2023 Organizational Meeting.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-30	Motion that Council cancel the October 17, 2023 Organizational Meeting.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-31	Motion that Council accept item 10.1 on the October 17, 2023, Regular Council Meeting agenda, as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-32	Motion that Council accept item 10.2 on the October 17, 2023, Regular Council Meeting agenda, as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-33	Motion that Council direct administration to complete the settlement and full release as per the information in Agenda item 10.2 based on finding options for repayment, final agreement is subject to Council approval.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-34	Motion that Council accept item 10.3 on the October 17, 2023, Regular Council Meeting agenda, as information.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	
231017-35	Motion that Council adjourn at 5:18 p.m.	<b>CARRIED UNANIMOUSLY</b>	ALLOWED	

I, Doug Lagore, have been appointed Official Administrator of the City of Chestermere (the "City") by the Minister of Municipal Affairs pursuant to Ministerial Order MSD082/22. My appointment was extended to March 31, 2023 by Ministerial Order MSD008/23 and further extended to December 31, 2023 by Ministerial Order MSD022/23. Below are my reasons in respect of the following resolutions:

OA Initials

October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved

Disallowed – Bylaw or resolution is void

Out of Scope – Council's bylaw or resolution does not require Official Administrator approval



# Official Administrator Report Review and Approval of Council Meeting Minutes

- Resolution 231017-03
- Resolution 231017-04
- Resolution 231017-15
- Resolution 231017-16

## Resolution 231017-03

The September 12, 2023, Regular Council Meeting Minutes were not revised as directed in my OA Report which directed that:

I allow Resolution 230912-28 with the addition that “to provide infill residential development standards” is also replaced so that the preamble to Bylaw 023-23 is coherent.

The September 12, 2023, Regular Council Meeting Minutes do not show this revision to Resolution 230912-28. As such, I disallow Resolution 231017-03 and direct that Council approve the September 12, 2023, Regular Council Meeting Minutes which have been revised in accordance with my report.

## Resolution 231017-04

This Resolution is duplicative of Resolution 231017-33. It does not make sense that Council would pass a Resolution approving a settlement prior to discussing it in camera as Agenda Item No. 10.2. I would find that such an action would be an improvident action by Council. This appears to be an error in the meeting minutes.

I do not allow this Resolution but do allow Resolution 231017-33 which was passed after Council came out of in camera having addressed Agenda Item 10.2.

## Resolution 231017-15

I note that Resolution 231017-15 and Resolution 231017-16 are not on the Agenda. Nor were they added to the Agenda pursuant to sections 6.2 and 6.3 of the Procedure Bylaw. As such, I have disallowed both Resolutions.

Moreover, there is no basis given for why Council can demand an individual councillor provide all text messages from his personal electronic device to “third party legal counsel MJM LLP Jeff Moroz” (I note, I am unclear on what basis Mr. Moroz is being described as a “third party”. I understand he is acting for the City in a judicial review matter that has been filed).

\_\_\_\_\_  
OA Initials

\_\_\_\_\_  
October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved  
Disallowed – Bylaw or resolution is void  
Out of Scope – Council’s bylaw or resolution does not require Official Administrator approval

**Official Administrator Report  
Review and Approval of Council Meeting Minutes**

This appears to be an attempt to instigate a quasi-Code of Conduct investigation without following the Code of Conduct process. Mr. Moroz is not an independent investigator appointed under the Code of Conduct Bylaw.

I disallow Resolution 231017-15.

**Resolution 231017-16**

I am troubled by Resolution 231017-16 as it appears Council is attempting to address an issue which should properly be addressed as part of the Code of Conduct Bylaw. Council can amend the Code of Conduct Bylaw if it chooses to do so. It cannot amend the Code of Conduct by resolution.

As noted above, Resolution 231017-16 was not properly added to the Agenda. I disallow Resolution 231017-16.



\_\_\_\_\_  
OA Initials

\_\_\_\_\_  
October 27, 2023  
Date

*Municipal Government Act,*

Section 575(1) The Minister may at any time appoint an official administrator to supervise a municipality and its council.

Section 575(2) So long as the appointment of an official administrator under this section continues.

- (a) No bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property has any effect until the bylaw or its resolution has been approved in writing by the official administrator, and
- (b) The official administrator may at any time within 30 days after the passing of any bylaw or resolution disallow it, and the bylaw or resolution so disallowed becomes and is deemed to have always been void.

**Legend:** Approved – Bylaw or resolution approved  
Disallowed – Bylaw or resolution is void  
Out of Scope – Council’s bylaw or resolution does not require Official Administrator approval