



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

March 30, 2023

AR111313

His Worship Jeff Colvin  
Mayor  
City of Chestermere  
105 Marina Road  
Chestermere AB T1X 1V7

Dear Mayor Colvin and Council:

In light of my consideration that the City of Chestermere is managed in an irregular, improper, and improvident manner, and as I advised in our meeting on March 15, 2023, I am exercising my authority under Section 575 of the *Municipal Government Act* to re-appoint Douglas Lagore as an Official Administrator (OA) to supervise the municipality and council until December 31, 2023. Erica Thomas has also been appointed as alternate OA. She will attend council meetings if Mr. Lagore is not able to, and has the authority of the OA, as required. Mr. Lagore will provide notice to the ministry and the city when he will be absent. The OA appointments may be extended beyond that date if I deem it warranted at that time.

An OA will make every reasonable effort to attend all in-person meetings of council during the appointment term, including all closed sessions of council, with the exception being where matters of legal privilege are discussed. To facilitate this, I have ordered that the city must provide the Minister and the OAs with the same amount of notice of any council meetings as provided to the mayor and council.

As with the previous OA appointment, the OA will review council meeting minutes and any bylaws or resolutions passed, and has the authority under Section 575(2) to disallow any council resolutions or bylaws within 30 days of the passing of the resolution or bylaw.

To ensure the OA is able to complete the review of council's decisions expediently, I have ordered that the chief administrative officer(s) provide me and the OAs with the unapproved council meeting minutes and all relevant supporting documentation no later than 72 hours following the conclusion of any council meeting.

The OA has 30 days to disallow any bylaw or resolution passed by city council and any so disallowed bylaws or resolutions are deemed to have always been void. Therefore, I encourage administration and council to refrain from taking any action on any relevant bylaw or resolution until such time the OA has approved.

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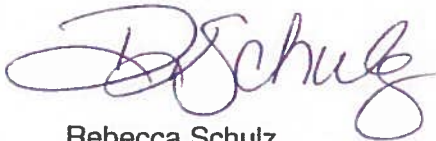
The OA must approve, in writing, any bylaw or resolution that authorizes the municipality to incur a liability or to dispose of its money or property prior to the resolution or bylaw taking effect.

I am further directing the city to require the chief administrative officer(s) provide to the OAs on a monthly basis, all financial institution account reconciliations for every city financial institution account, as well as supporting documentation for transactions executed in the previous calendar month.

These documents are required to be provided to me and the OAs for the month of March 2023, no later than seven business days after the signing date of this order. Going forward, the documents are required to be provided on the seventh day of the month for the reconciliations for the previous calendar month.

It is my intent and hope these measures, along with the directives I have ordered in response to the inspection, will support the city in its efforts to restore the good governance residents expect from their municipality and council. I expect the city to respect the role of the OAs and comply with their supervision. I also expect that Mr. Lagore and Ms. Thomas will be treated with respect and civility as they execute the duties of their appointed role.

Sincerely,



Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:022/23

cc: Honourable Leela Aheer, MLA, Chestermere-Strathmore  
Shannon Dean, Councillor, City of Chestermere  
Mel Foat, Councillor, City of Chestermere  
Blaine Funk, Councillor, City of Chestermere  
Stephen Hanley, Councillor, City of Chestermere  
Sandy Johal-Watt, Councillor, City of Chestermere  
Ritesh Narayan, Councillor, City of Chestermere  
Kim Wallace, City Director, Corporate Services, City of Chestermere  
Cameron Wong, City Director, Community Operations, City of Chestermere  
Travis Fillier, City Director, Growth and Development, City of Chestermere  
Brandy Cox, Deputy Minister, Municipal Affairs  
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs  
Douglas Lagore, Official Administrator  
Erica Thomas, Alternate Official Administrator