

**FOOTHILLS COUNTY
COUNCIL MINUTES – ORGANIZATIONAL MEETING
October 29, 2025, 9:00 a.m.**

Present: Reeve Siewert, Councillor Callister, Councillor Estes, Councillor Kendall, Deputy Reeve Oel, Councillor Alger, Councillor McHugh
Administration: CAO R. Payne, Director of Planning H. Hemingway, Manager of Legislative Services S. Barrett, Recording Secretary F. Fairweather

GENERAL MATTERS

Call Meeting to Order

The meeting was called to order at 9:00 a.m.

Approval of the Agenda

That Council approve the agenda for the Organizational meeting of October 29, 2025.

CARRIED

ELECTION OF REEVE AND DEPUTY REEVE

Election of Reeve

CAO Payne asked for nominations for the position of Reeve for the coming Council year.

Councillor Oel nominated Councillor Siewert as Reeve. Councillor Siewert accepted the nomination.

Councillor Callister nominated Councillor McHugh as Reeve. Councillor McHugh accepted the nomination.

No further nominations were received. Election of Reeve was done by secret ballot.

The CAO declared Councillor Siewert as Reeve for the upcoming Council year.

Oath of Office – Reeve

The Oath of Office was taken by Reeve Siewert.

Election of Deputy Reeve

Reeve Siewert asked for nominations for the Office of Deputy Reeve for the coming Council year.

Councillor Callister nominated Councillor McHugh as Deputy Reeve. Councillor McHugh denied the nomination.

Councillor Alger nominated Councillor Oel as Deputy Reeve. Councillor Oel accepted the nomination.

Councillor Kendall nominated Councillor Callister as Deputy Reeve. Councillor Callister denied the nomination.

No further nominations were received.

The Reeve declared Councillor Oel as Deputy Reeve for the coming Council year.

Oath of Office Deputy Reeve

The Oath of Office was taken by Deputy Reeve Oel.

BOARDS AND COMMITTEES

Agricultural Services Board Provincial Committee

That Council authorize Reeve Siewert to be appointed to the Agricultural Service Board Provincial Committee as member – per diem, to be included in the Agricultural Service Board budget.

CARRIED

Airport Advisory Committee

That Reeve Siewert and that Councillor Estes be appointed as members to the Airport Advisory Committee.

CARRIED

Alberta Municipal Climate Leadership Council

That Councillor Estes be appointed as member – per diem to the Alberta Municipal Climate Leadership Council.

CARRIED

Audit Committee

That Councillor Alger, Councillor Kendall, and Councillor Callister be appointed as members – per diem to the Audit Committee.

CARRIED

Blackie Seed Cleaning Plant

That Councillor McHugh be appointed as a member – per diem to the Blackie Seed Cleaning Plant.

CARRIED

Bow River Basin Council

That Deputy Reeve Oel be appointed as member and Councillor Estes be appointed as an alternate member to the Bow River Basin Council.

CARRIED

Calgary Regional Airshed Zone (CRAZ)

That Councillor Estes be appointed as member to the Calgary Region Airshed Zone.

CARRIED

Community Standards Appeal Board

That Councillor Alger and Councillor Kendall be appointed as members – per diem to the Community Standards Appeal Board.

CARRIED

Foothills Cemetery Board

That Councillor Kendall be appointed as member and that Councillor Alger be appointed as alternate member to the Foothills Cemetery Board.

CARRIED

County Cemeteries Committee (Blackie, Cayley, Pine Creek, Gladys Union & Davisburg)

That Councillor McHugh, Councillor Alger, and Councillor Kendall be appointed as members to the County Cemeteries (Blackie, Cayley, Pine Creek, Gladys Union and Davisburg).

CARRIED

Cross Conservancy

Councillor Alger nominated Deputy Reeve Oel for the position of member to the Cross Conservancy. Deputy Reeve Oel accepted the nomination.

Councillor Kendall nominated herself for the position of member to the Cross Conservancy.

No further nominations were received. Election was done by secret ballot.

That Deputy Reeve Oel be appointed as member to the Cross Conservancy.

CARRIED

Dark Sky Initiatives Stakeholders Working Group

That Deputy Reeve Oel and Councillor Kendall be appointed as members to the Dark Sky Initiatives Stakeholders Working Group.

CARRIED

Cross Conservancy

That Council direct administration to inquire if an alternate can be appointed for Cross Conservancy.

CARRIED

Economic Development Advisory Committee

That Councillor Callister, Councillor Kendall, and Reeve Siewert be appointed as members and that Deputy Reeve Oel be appointed as alternate member to the Economic Development Advisory Committee.

CARRIED

Emergency Advisory Committee

That the Reeve and Deputy Reeve be appointed as members of the Emergency Advisory Committee, that CAO Ryan Payne be appointed as Member's Representative, and that the membership of the committee be as described within the Emergency Advisory Committee Terms of Reference.

CARRIED

Family and Community Support Services (FCSS)

That Councillor Callister, and Councillor Kendall be appointed as members to the Family and Community Support Services Committee.

CARRIED

Foothills Agricultural Services Board

That Reeve Siewert, Councillor Alger, and Councillor McHugh be appointed as members and that Councillor Kendall be appointed as alternate member to the Agricultural Services Board.

CARRIED

That Reeve Siewert be appointed as Chair to the Agricultural Services Board.

CARRIED

Foothills Land Trust

That Reeve Siewert be appointed as member Foothills Land Trust Board.

CARRIED

Councillor Alger nominated himself for the position of alternate member to the Foothills Land Trust Board.

Councillor Kendall nominated herself for the position of alternate member to the Foothills Land Trust Board.

No further nominations were received. Election was done by secret ballot.

That Councillor Kendall be appointed as alternate member to the Foothills Land Trust Board.

CARRIED

Foothills-Okotoks Recreation Society

That Reeve Siewert and Councillor Callister be appointed as Directors of the Company for the Foothills – Okotoks Recreation Board of Directors.

CARRIED

That CAO Ryan Payne be appointed as Member's Representative to the Foothills – Okotoks Recreation Board of Directors, and that Councillor McHugh be appointed as alternate member to the Foothills – Okotoks Recreation Society.

Alternate member to the Foothills Okotoks Recreation Society may attend all meetings of the committee and be paid on a per diem basis.

CARRIED

Foothills Regional Emergency Services Commission (FRESC)

That Deputy Reeve Oel be appointed as member to the Foothills Regional Emergency Services Commission (FRESC).

CARRIED

That Councillor Estes be appointed as alternate member to the Foothills Regional Emergency Services Commission (FRESC).

CARRIED

Foothills Regional Services Commission (Landfill and Waste Water Treatment)

That Councillor Estes be appointed as Director and that Reeve Siewert be appointed as alternate member to the Foothills Regional Services Commission (Landfill and Waste Water Treatment).

CARRIED

Highwood Management Plan Advisory Committee

That Deputy Reeve Oel be appointed as member – per diem with voting authority and that Reeve Siewert be appointed as member – per diem to the Highwood Management Plan Advisory Committee.

CARRIED

Historical Committee

That Councillor McHugh, Councillor Kendall, and Councillor Alger be appointed as members to the Historical Committee.

CARRIED

Intermunicipal Committees

City of Calgary

That Councillor Callister, Councillor Alger, and Deputy Reeve Oel be appointed as members and that Councillor McHugh be appointed as alternate member to the City of Calgary / Foothills County Inter-Municipal Committee.

CARRIED

Town of Diamond Valley

That Councillor Kendall and Councillor Estes be appointed as members and that Deputy Reeve Oel be appointed as alternate member to the Town of Diamond Valley / Foothills County Inter-Municipal Committee.

CARRIED

Town of High River

That Reeve Siewert, Councillor Estes, and Councillor McHugh be appointed as members and that Councillor Callister be appointed as alternate member to the Town of High River / Foothills County Inter-Municipal Committee. Further, that Reeve Siewert be appointed as Co-Chair and Councillor McHugh be appointed as alternate Co-Chair for the Town of High River / Foothills County Inter-Municipal Committee.

CARRIED

Town of Okotoks

That Reeve Siewert, Councillor McHugh, and Councillor Callister be appointed as members to the Town of Okotoks / Foothills County Inter-Municipal Committee.

CARRIED

That Reeve Siewert be appointed as Co-Chair and that Councillor McHugh be appointed as alternate Co-Chair for the Town of Okotoks / Foothills County Inter-Municipal Committee.

CARRIED

That Deputy Reeve Oel, Councillor Kendall, Councillor Estes, and Councillor Alger be appointed as alternate members to the Town of Okotoks / Foothills County Inter-Municipal Committee.

Alternate members to the Town of Okotoks / Foothills County Inter-Municipal Committee may attend all meetings of the committee and be paid on a per diem basis.

CARRIED

Village of Longview

That Councillor Estes and Councillor Kendall be appointed as members - per diem to the Village of Longview / Foothills County Inter-Municipal Committee.

CARRIED

Wheatland County

That Councillor McHugh and Reeve Siewert be appointed as members – per diem to the Wheatland Inter-Municipal Committee.

CARRIED

Joint Health and Safety Committee

That Councillor McHugh and Councillor Callister be appointed as members to the Joint Work Site Health and Safety Committee and that the membership of the committee be as described within the Joint Work Site Health and Safety Committee Terms of Reference.

CARRIED

Leighton Art Centre

That Councillor Kendall be appointed as member to the Leighton Art Centre Board.

CARRIED

Marigold Library Board

That Councillor Callister be appointed as member to the Marigold Library Board.

CARRIED

Mayors and Reeves of Southern Alberta

That Council authorize attendance by Reeve Siewert and Deputy Reeve Oel at the Mayors and Reeves of Southern Alberta committee meetings as required (to be paid on a per diem basis).

CARRIED

Okotoks Public Library Board

Councillor Kendall nominated herself for the position of member to the Okotoks Public Library Board.

Councillor Estes nominated herself for the position of member to the Okotoks Public Library Board.

Councillor Alger nominated Councillor Callister for the position of member to the Okotoks Public Library Board. Councillor Callister accepted the nomination.

No further nominations were received. Election was done by secret ballot.

That Councillor Callister be appointed as member to the Okotoks Public Library Board.

CARRIED

Recreation Boards

Blackie

That Reeve Siewert be appointed as member - per diem to the Blackie Recreation Board and that Councillor McHugh be appointed as alternate member to the Blackie Recreation Board.

CARRIED

Cayley

That Reeve Siewert be appointed as member – per diem to the Cayley Recreation Board.

CARRIED

Dunbow

That Councillor Callister and Councillor McHugh be appointed as members to the Dunbow Recreation Board and that Councillor Alger be appointed as alternate member to the Dunbow Recreation Board.

Alternate member to the Dunbow Recreation Board may attend all meetings of the committee and be paid on a per diem basis.

CARRIED

Millarville

That Councillor Kendall be appointed as member – per diem to the Millarville Recreation Board.

CARRIED

North West Foothills

That Councillor Alger, Deputy Reeve Oel, and Councillor Kendall be appointed as members to the North West Foothills Recreation Board.

CARRIED

Priddis / Red Deer Lake

That Deputy Reeve Oel be appointed as member and that Councillor Alger be appointed as alternate member to the Priddis/Red Deer Lake Recreation Board.

CARRIED

Regional School Site Planning Task Force

That Councillor McHugh, Reeve Siewert, and Councillor Alger be appointed as members - per diem to the Regional School Site Planning Task Force.

CARRIED

Rural Fire Board

Deputy Reeve Oel nominated herself for the position of member to the Rural Fire Board. Councillor Kendall nominated herself for the position of member to the Rural Fire Board. Councillor Estes nominated herself for the position of member to the Rural Fire Board. Councillor McHugh nominated Councillor Callister for the position of member to the Rural Fire Board. Councillor Callister accepted the nomination.

No further nominations were received. Election was done by secret ballot.

That Deputy Reeve Oel, Councillor Callister and Councillor Kendall be appointed as members to the Rural Fire Board.

CARRIED

Rural Foothills Policing Committee

That Deputy Reeve Oel and Councillor McHugh be appointed as members, and that Councillor Estes be appointed as alternate member to the Rural Foothills Policing Committee.

CARRIED

Sheep River Regional Utility Corporation Board of Directors (SRRUC)

That Councillor Kendall be appointed as member to the Sheep River Regional Utility Corporation Board of Directors.

CARRIED

Spitzee Riparian Stewardship Society

That Reeve Siewert be appointed as member to the Spitzee Riparian Stewardship Society.

CARRIED

Subdivision and Development Appeal Board

Development Appeal Board

That Councillor Estes and Councillor McHugh be appointed as members and that Reeve Siewert and Councillor Alger be appointed as alternate members to the Development Appeal Board.

CARRIED

Subdivision Appeal Board

That Councillor McHugh, Councillor Callister, and Councillor Kendall be appointed as Council representative member – per diem for subdivision appeals before the local Subdivision Appeal Board and the Land and Property Rights Tribunal.

CARRIED

Westwinds Communities

That Councillor Alger be appointed as member and that Reeve Siewert be appointed as alternate member to the Westwinds Communities Committee.

Alternate member to the Westwinds Communities may attend all meetings of the committee and be paid on a per diem basis.

CARRIED

That Councillor Alger be appointed as member to the sub-committees of Westwinds Communities on per diem basis.

CARRIED

That the secret ballots used during the October 29, 2025 Council Organizational meeting be destroyed.

CARRIED

MUNICIPAL ITEMS

Council as a Whole

That the Council, as a whole, form the following committees:

- Finance and Banking
- Buildings and Grounds
- Public Reserve
- Budget and Policy

CARRIED

Accounts Review Committee

That the following rotation be adopted for the Accounts Review Committee:

(All of Council - 3 members at a time, excluding the Reeve)

October 2025 – Estes, McHugh, and Callister

November 2025 – McHugh, Callister, and Kendall

December 2025 – Callister, Kendall, and Alger

January 2026 – Kendall, Alger, and Oel

February 2026 – Alger, Oel, and Estes

March 2026 – Oel, Estes, and McHugh

April 2026 – Estes, McHugh, and Callister

May 2026 – McHugh, Callister, and Kendall

June 2026 – Callister, Kendall, and Alger

July 2026 – Kendall, Alger, and Oel

August 2026 – Alger, Oel, and Estes

September 2026 – Oel, Estes, and McHugh

October 2026 – Estes, McHugh, and Callister

CARRIED

Staff Review and Council Remuneration Committee

That the Reeve and Deputy Reeve be appointed to the Staff Review and Council Remuneration Committee.

CARRIED

Signing Authority and Payroll Accounts

That the Reeve or Deputy Reeve and CAO, or Director of Corporate Services, with the Director of Planning as alternate, are the signing authorities for paying general accounts. Further, any two of the following, being the Director of Corporate Services, CAO, or Director of Planning are the signing authorities for payroll accounts.

CARRIED

Signing Authority for Subdivision Approvals

That the Director of Planning and CAO are the signing authorities for Subdivision Approvals, with the Director of Corporate Services as alternate.

CARRIED

Council Meeting Days

That Foothills County Council meetings be held each Wednesday beginning at 9:00 a.m.

CARRIED

Council Meeting Breaks

That the December 24, 2025 and December 31, 2025 meetings of Council be cancelled for the Christmas break and that the July 15, July 22, July 29, August 5, August 12, and August 19, 2026 meetings of Council be cancelled for the 2026 summer break.

CARRIED

RMA Conventions

That the November 19, 2025 meeting of Council be cancelled to allow for Council's attendance at the 2025 Fall RMA Convention and that the March 18, 2026 meeting of Council be cancelled to allow for Council's attendance at the 2026 Spring RMA Convention.

CARRIED

Meeting Procedure Bylaw 57/2022

That Council acknowledge the Foothills County Meeting Procedure Bylaw 57/2022.

CARRIED

Fee Bylaw Amendments

Bylaw 67/2025

Bylaw 67/2025 was introduced into the meeting to authorize amendments to Bylaw 21/2025, being a bylaw of Foothills County for the purpose of establishing fees, rates, and charges for services, licenses, permits, and approvals provided to the public by the County, including Fee Bylaw Schedules A to O.

That Bylaw 67/2025 be given first reading.

THE BYLAW WAS PASSED FOR ONE READING

OTHER MATTERS

Adjourn

That Council adjourn at 11:04 a.m.

CARRIED