



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

October 10, 2024; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 10, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

Gordon Wolstenholme, Chair

Scott Akkermans

Brad Schlossberger

Christopher Northcott, Virtual

Absent

Don Anderberg, Vice Chair

David Cody

Neil Sieben

Staff

Raeanne Keer, Executive Assistant

Stephanie Sayer, Accounting Clerk

Chairman Wolstenholme called the meeting to order at 6:08 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 10, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the July 11, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Chief Administrative Officer Performance Evaluation

R. Keer handed out the Chief Administrative Officer Performance Evaluation form to the Committee and advised that she would send out a digital copy as well.

R. Keer stated that in October & November every year the Committee completes the Performance Evaluation of the Chief Administrative Officer.

b. Organizational Meeting & Elections – December 5, 2024

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be going out mid to late November for the Executive Committee.

c. Subdivision Activity – As of September 30, 2024

R. Keer presented Subdivision Activity as of September 30, 2024 to the Committee.

d. 4-Year Rolling Budget Discussion

S. Sayer presented the 4-Year Rolling Budget options that were provided to the Committee following the September Budget Workshop. She requested direction from the group in order to be prepared for the October Budget Workshop on October 17, 2024.

The Committee discussed a 3-year and 4 -year rolling budget options, succession within the organization, membership fee increases, regional opportunities, and future financial planning for the organization.

5. Accounts

a. Office Accounts

R. Keer presented the Monthly Office Accounts for June to August 2024 and the Payments and Credits for June to August 2024 to the Committee.

b. Financial Statements

R. Keer presented the Balance Sheets and Comparative Income Statements for June to August 2024 and the Details of Account as of August 31, 2024 to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts, the Payments and Credits, Balance Sheets and Comparative Income Statements for June to August 2024 and the Details of Account as of August 31, 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

R. Keer presented CAO Report to the Committee.

8. Round Table Discussions

Committee members and staff reported on various projects and activities in their respective municipalities.

9. Next Meeting – Board of Directors – December 5, 2024;
Executive Committee – November 14, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:41 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER