



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**January 9, 2025; 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, January 9, 2025, at 6:00 pm, in the ORRSC Administration Building.

**Attendance**

**Executive Committee**

Christopher Northcott, Chair  
Don Anderberg, Vice Chair  
Evan Berger  
David Cody  
Brad Schlossberger  
Neil Sieben

**Absent**

Gordon Wolstenholme

**Staff**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant  
Stephanie Sayer, Accounting Clerk

Chairman Northcott called the meeting to order at 6:03 pm.

**1. Approval of Agenda**

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the January 9, 2025 Executive Committee Meeting Agenda, as presented.

**CARRIED**

**2. Approval of Minutes**

**Moved by: David Cody**

THAT the Executive Committee approves the November 14, 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. ATB Financial Municipal Borrowing Bylaw Annual Endorsement**

**Moved by: Don Anderberg**

THAT the Executive Committee authorizes the Chair and Chief Administrative Officer to endorse the 2025 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

**CARRIED**

**b. Signing Authority**

R. Keer inquired if the Executive Committee would like to grant authorization to a member of the Executive, other than the Chair, to have signing authority. R. Keer further explained that historically the Executive Committee has granted signing authority to a second individual for situations where the Chair is unavailable.

B. Schlossberger stated that he would let his name stand for signing authority.

**Moved by: Evan Berger**

THAT the Executive Committee authorizes the Chair, Christopher Northcott, and an Executive Member, Brad Schlossberger, signing authority for the Oldman River Regional Services Commission on behalf of the Executive Committee.

**CARRIED**

**c. 2025 Schedule of Fees – Chinook Intermunicipal Subdivision and Development Appeal Board**

R. Keer stated that in accordance with the agreements for the Chinook Intermunicipal Subdivision and Development Appeal Board, an annual schedule of fees must be set for 2025. R. Keer presented that the only change proposed is to increase the mileage rate from \$0.70/km to \$0.72/km, in accordance with the Canada Revenue Rate.

**Moved by: Neil Sieben**

THAT the Executive Committee approves the 2025 Schedule of Fees for the Chinook Intermunicipal Subdivision and Development Appeal Board, as presented.

**CARRIED**

**d. Subdivision Activity – As of December 31, 2024**

L. Kuiper presented the Subdivision Activity Report as of December 31, 2024 to the Executive Committee.

**e. Staff Update**

L. Kuiper stated that a posting has gone out in search of a new Planner to join ORRSC, and that a staff member has begun their Gradual Return to Work Plan after being away on Long-Term Leave.

**f. ORRSC Strategic Plan 2016-2026**

L. Kuiper presented the 2016-2026 Strategic Plan to the Executive and highlight some of the action items in the Plan.

**g. ORRSC Planning Contracts**

R. Keer presented the various editions of the Planning Services Agreements and Contracts that the organization currently has, varying from 1995 to 2024.

The Executive discussed ideas for updating the contracts and determined they would discuss them further at the next Executive Committee meeting.

**h. For Information: Brownlee LLP Emerging Trends in Municipal Law**

L. Kuiper presented details on the Brownlee LLP Emerging Trends in Municipal Law event in February for anyone who is interested in attending.

**i. For Information: Community Planning Association of Alberta**

R. Keer presented details on the Community Planning Association of Alberta Conference in Red Deer, Alberta in April.

R. Keer advised that historically 2-3 Executive Members have attended on behalf of ORRSC, and that the agenda will be distributed once it is available.

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for October to November 2024 to the Executive.

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for October to November 2024, as presented.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheets and Comparative Income Statements for October to November 2024 and the Details of Account for November 2024 to the Executive.

**Moved by: Don Anderberg**

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for October to November 2024 and the Details of Account for November 2024, as presented.

**CARRIED**

**6. New Business**

E. Berger inquired about the appointees of the Assessment Review Board and stated that his municipality has a Councillor who has been appointed for a number of years, has completed the training, but has not participated in a hearing.

R. Keer reviewed the training requirements and the process for scheduling Assessment Review Board hearings with the Regional Board.

The Executive requested that a list of appointees and their Municipalities be brought forward to a future Executive Committee meeting to review our distribution of appointees.

**7. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**8. Round Table Discussions**

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

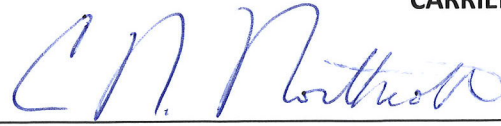
**9. Next Meeting – February 13, 2025**

10. **Adjournment**

**Moved by: Neil Sieben**

THAT the Executive Committee closes the meeting.

**CARRIED AT 7:48 PM**



CHAIR



CHIEF ADMINISTRATIVE OFFICER