



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**February 13, 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, February 13, 2025, at 6:00 pm, in the ORRSC Administration Building and virtually on Zoom.

### **Attendance**

#### **Executive Committee**

Christopher Northcott, Chair, Virtual  
Don Anderberg, Vice Chair  
David Cody  
Brad Schlossberger  
Neil Sieben, Virtual  
Gordon Wolstenholme

#### **Staff**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant  
Gavin Scott, Senior Planner

#### **Absent**

Evan Berger

Chairman Northcott called the meeting to order at 6:00 pm.

### **1. Approval of Agenda**

**Moved by: David Cody**

THAT the Executive Committee adopts the February 13, 2025 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### **2. Approval of Minutes**

**Moved by: Don Anderberg**

THAT the Executive Committee approves the January 9, 2025 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Business Arising from the Minutes**

**a. Regional Assessment Review Board Report**

R. Keer stated that at the Executive Committee Meeting held on January 9, 2025, the Executive had inquiries about the Regional Assessment Review Board and its board members.

G. Wolstenholme arrived at 6:05 pm.

R. Keer presented the report on the Regional Assessment Review Board.

**4. Official Business**

**a. Correspondence from MD of Taber**

L. Kuiper stated that Chair Northcott and himself presented to the Municipal District of Taber Council in January about the 2025 Budget and membership fees.

L. Kuiper presented correspondence received from the Municipal District of Taber following the presentation.

**b. Executive Committee Meeting Schedule**

R. Keer advised that Administration is recommending that the Executive Committee meet in March in addition to the Regular Board Meeting due to the number of Executive led projects this year.

R. Keer inquired if the Executive would prefer to meet on their regularly scheduled meeting date, Thursday, March 13, 2025 or if they would like to meet prior to the Board Meeting on Thursday, March 6, 2025.

The Executive Committee discussed various meeting dates and times.

**Moved by: Brad Schlossberger**

THAT the Executive Committee moves the Regular Meeting of the Executive Committee from Thursday, March 13, 2025 at 6:00 pm to Thursday, March 6, 2025 at 5:00 pm.

**CARRIED**

**c. Chief Administration Officer – Review & Recruitment**

R. Keer stated that in the Fall of 2024 began the discussion of L. Kuiper’s retirement and recruitment for the Chief Administration Officer position in 2025. R. Keer stated that at the time the Executive expressed interest in meeting with staff to discuss the organization and the position.

N. Sieben arrived at 6:24 pm

The Executive discussed various ideas and topics for further discussion at the next Executive Committee meeting, such as investigating the use of a recruiter, forming a sub-committee, how to meet with staff, the job description, and the timeline for the position.

**d. Subdivision Activity – As of January 31, 2025**

L. Kuiper presented the Subdivision Activity Report as of January 31, 2025 to the Executive Committee.

**e. Project Tracking Matrix**

R. Keer presented the project tracking matrix that is used internally to monitor the status and billing for Fee-For-Service Projects.

**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.

**5. Accounts**

**a. Office Accounts**

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

**Moved by: Brad Schlossberger**

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

**CARRIED**

**b. Financial Statements**

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

**Moved by: Don Anderberg**

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

**CARRIED**

**6. New Business**

There was no new business.

**Moved by: Gord Wolstenholme**

THAT the Executive Committee moves into Closed Session in accordance with Section 21 and Section 24 of the *Freedom of Information and Protections of Privacy Act*.

**CARRIED AT 6:47 PM**

**7. Closed Session**

**a. ORRSC Planning Services Contracts**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – ORRSC Planning Services Contracts: L. Kuiper, R. Keer, and G. Scott.

**Moved by: Neil Sieben**

THAT the Executive Committee moves into Open Session

**CARRIED AT 7:20 PM**

**8. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**9. Round Table Discussions**

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

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

**11. Adjournment**

That the Executive Committee closes the meeting at 7:40 pm.



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CHAIR



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CHIEF ADMINISTRATIVE OFFICER