



EXECUTIVE COMMITTEE MEETING MINUTES
April 17, 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, April 17, 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
Gordon Wolstenholme

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk
Gavin Scott, Senior Planner

Absent

Neil Sieben

Chairman Northcott called the meeting to order at 6:02 pm.

1. Approval of Agenda

Moved by: Evan Berger

THAT the Executive Committee adopts the April 17, 2025 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the March 6, 2025 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Audit Presentation

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2024 to the Committee.

The Executive Committee discussed amortization, capital forecasting, and reserve contributions.

Moved by: David Cody

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2024 prepared by KPMG LLP. as presented, subject to the approved changed; and,

That the documents be sent to Municipal Affairs.

CARRIED

4. Business Arising from the Minutes

a. Recruitment Investigation

Virtual Presentation from Erica Thomas, Transitional Solutions Inc.

E. Thomas, of Transitional Solutions Inc., presented their recruitment proposal, highlighting there investigation process and their experience with the municipal industry.

The Executive Committee inquired about the associated costs, the recruitment timeline, and mentorship opportunities.

5. Official Business

a. ORRSC Service Agreement - Status Update

G. Scott presented an update on the current status of the ORRSC Service Agreements. He highlighted that Administration is working to develop an agreement that will have the ability to grow with the organization if future services are offered.

G. Scott noted that due to the size of the review, Administration is working to have a draft ready for the Executive to review this summer, and for the Board to review in September.

The Executive Committee discussed the importance of the holistic review to ensure that the updates align with the organizational needs and long-term objectives, for both the Members and ORRSC. The Executive Committee further discussed the importance of having the Board to review the contract prior to it being released to Member municipalities to ensure a standardized contract is adopted.

b. Subdivision Activity – As of March 31, 2025

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

6. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for February 2025 to the Executive.

Moved by: Gord Wolstenholme

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for February 2025, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for February 2025 and the Details of Account for February 2025 to the Executive.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for January 2025 and the Details of Account for January 2025, as presented.

CARRIED

7. New Business

There was no new business.

Moved by: Brad Schlossberger

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

CARRIED AT 7:20 PM

8. Closed Session

a. Letter from Staff regarding CAO Recruitment

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 8.a – Letter from Staff regarding CAO Recruitment: L. Kuiper, R. Keer, S. Sayer and G. Scott.

Moved by: Don Anderberg

THAT the Executive Committee moves into Open Session

CARRIED AT 7:52 PM

Moved by: Don Anderberg

THAT the Executive Committee directs the Chair to responded to the letter received from staff; and,

That the Executive Committee will host and invite staff to a roundtable discussion, set for Thursday, May 8, 2025 at 4:00 pm.

CARRIED

9. CAO's Report

L. Kuiper presented CAO Report to the Committee.

10. Round Table Discussions

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

11. Next Meeting – May 8, 2025

12. Adjournment

Moved by: Gord Wolstenholme

THAT the Executive Committee hereby closes the meeting.

CARRIED AT 8:14 PM



CHAIR

for 
CHIEF ADMINISTRATIVE OFFICER