

October 27, 2025

File: 30A-94  
**Sent via Email**

All Member Municipalities of the  
Oldman River Regional Service Commission

Dear Councils and Chief Administration Officers:

**RE: Announcement of New Chief Administrative Officer – Tracy Thomas**

On behalf of the Executive Committee of the Oldman River Regional Services Commission (ORRSC), we are pleased to announce the appointment of Tracy Thomas as the Commission's new Chief Administrative Officer (CAO), effective January 12, 2026.

Tracy joins ORRSC from the Town of Fort Smith, Northwest Territories, where she currently serves as Senior Administrative Officer. As a board member of the Canadian Association of Municipal Administrators, Tracy brings extensive leadership experience and a proven record of building successful collaborative partnerships. Throughout her career, she has worked closely with councils to stabilize municipal operations and address a wide range of organizational challenges. We are confident that her skill set and professional approach will serve our forty-member municipalities well as she leads the Commission into its next chapter.

The Executive Committee established CAO Hiring Committee to oversee the recruitment and selection process. The Executive Committee selected the following individuals to serve on the Hiring Committee:

- Christopher Northcott, Chair
- Brad Schlossberger, Executive Member
- Neil Sieben, Executive Member
- Gavin Scott, Senior Planner
- Raeanne Keer, Executive Assistant

Over the course of several months, beginning in June 2025, the Hiring Committee dedicated significant time and effort to an extensive and transparent process. This included developing and finalizing a detailed job description and recruitment strategy, conducting a broad advertising and outreach campaign, reviewing and shortlisting applications, holding two rounds of interviews, and completing reference checks, background screening, and contract negotiations.

This process was carried out in accordance with Bylaw No. 2021-01 Board of Directors and Executive Committee Bylaw, which authorizes the Executive Committee to interview applicants for the position of CAO, make the appointment, and set the terms of employment on behalf of the Board.

I wish to thank and extend my sincere appreciation to the members of the Hiring Committee for their diligence, professionalism, and commitment throughout this important process.

We would also like to express our deep gratitude to Lenze Kuiper, ORRSC's current and outgoing Chief Administrative Officer, who will be retiring after more than 20 years of dedicated service to the Commission. Lenze's leadership and commitment have been instrumental in strengthening regional collaboration and guiding ORRSC through decades of growth and change. We wish him the very best in his well-deserved retirement and thank him for ensuring a smooth and thoughtful transition.



3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [admin@orrsc.com](mailto:admin@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

As we look ahead to the new year, the transition process will include orientation and introductions with Tracy, participation in municipal meetings, and her first Board of Directors meeting on March 5, 2026. Further details regarding these introductions and opportunities to meet Tracy will be shared early in the new year.

Please join us in welcoming Tracy Thomas to the Oldman River Regional Services Commission and in thanking Lenze Kuiper for his exceptional contributions and leadership over the past two decades.

Should you have any questions regarding these changes please do not hesitate to reach me by email at [christopher.northcott@vulcan.ca](mailto:christopher.northcott@vulcan.ca).

Sincerely,

Christopher Northcott  
Chair