



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**September 11, 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, September 11, 2025, at 6:00 pm, in the ORRSC Administration Building.

**Attendance**

**Executive Committee**

Christopher Northcott, Chair  
Don Anderberg, Vice Chair  
Evan Berger  
Brad Schlossberger  
Neil Sieben  
Gordon Wolstenholme

**Staff**

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

**Guest**

Randy Bullock, Reeve of Cardston County

**Absent**

David Cody

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

**1. Approval of Agenda**

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the September 11, 2025 Executive Committee Meeting Agenda, as amended, to include the addition of:

- Item 3.a Delegation Presentation – Reeve Randy Bullock of Cardston County; and,
- Item 7.d Development Discussion, in accordance with Section 26 of the *Access to Information Act*; and
- *That the order and numbering of the Agenda be adjusted as required.*

**CARRIED**

**2. Approval of Minutes**

**Moved by: Evan Berger**

THAT the Executive Committee adopts the July 10, 2025 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### **3. Delegations**

#### **a. Presentation from Reeve Randy Bullock, Cardston County**

Reeve R. Bullock presented to the Executive Committee the County's request to have M. Burla's contract extended, for both the benefit of the County and the Commission. Reeve Bullock highlighted that the County has been very happy with Mr. Burla's work with the County and that by extending his contract would help address the Commissions need to experienced Planners.

Reeve Bullock provided a letter which was drafted by Council and County Administration and indicating the County's commitment to retaining Mr. Burla and interest in discussing financial support in this extension, if needed.

The Committee thanked Reeve Bullock his time and presentation to the Committee.

### **4. Business Arising from the Minutes**

There was no business arising from the minutes.

### **5. Official Business**

#### **a. 2026 Operating Budget Discussion – Follow-up from Board of Director's Meeting**

R. Keer stated that Administration wanted to take the opportunity to discuss with the Executive Committee any feedback they had at the Board of Directors Meeting on September 4, 2025, regarding the 2026 Operating Budget, and if there was any direction out of that meeting for Administration regarding changes to the proposed Budget.

The Committee discussed the feedback and questions from the Board Meeting.

#### **b. Staffing Update – New Hires**

L. Kuiper stated that two new Assistant Planners would be starting this month, Kevin Theriault would be joining on September 15<sup>th</sup> and Skylar Nikkel on September 29<sup>th</sup>.

#### **c. Subdivision Activity – As of August 31, 2025**

L. Kuiper presented the Subdivision Activity report as of August 31, 2025.

#### **d. CAO Performance Evaluation**

R. Keer stated that typically the CAO Performance Evaluation takes place annually in October, but given the election Administration wanted to provide the documents earlier to allow everyone the opportunity to participate before schedules became busier.

6. **Accounts**
- a. **Office Accounts**
    - (i) Monthly Office Accounts
      - June-July 2025
    - (ii) Payments and Credits
      - June-July 2025

**Moved by: Neil Siben**

THAT the Executive Committee approves the Office Accounts as of July 31, 2025, as presented.

**CARRIED**

- b. **Financial Statements**
  - (i) Balance Sheet
    - June-July 2025
  - (ii) Comparative Income Statement
    - June-July 2025
  - (iii) Comparative Income Statement
    - June-July 2025

**Moved by: Don Anderberg**

THAT the Executive Committee approves the Financial Statements as of July 31, 2025, as presented.

**CARRIED**

**Moved by: Brad Schlossberger**

THAT the Executive Committee moves into Closed Session in accordance with Section 20,22, 26 and 29 of the *Access to Information Act*.

**CARRIED AT 6:33 PM**

7. **Closed Session**

- a. **Employee Contract Extension Request**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – Employee Contract Extension Request: R. Keer, L. Kuiper, and S. Sayer.
- b. **CAO Hiring Committee**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.b – CAO Hiring Committee: R. Keer, L. Kuiper, and S. Sayer.

**c. Organization Challenges to 2025/2026 Executive Committee**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.c – Organization Challenges to 2025/2026 Executive Committee: None.

**d. Development Discussion**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.d – Development Discussion: R. Keer, L. Kuiper, and S. Sayer.

**Moved by: Gord Wolstenholm**

THAT the Executive Committee moves into Open Session

**CARRIED AT 7:53 PM**

**8. New Business**

There was no new business to discuss.

**9. CAO Report**

L. Kuiper presented his CAO Report to the Executive Committee.

**10. Roundtable Discussion**

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

**11. Next Meeting – Executive Committee – October 9, 2025**

**12. Adjournment**

**Moved by: Gord Wolstenholme**

THAT the Executive Committee hereby closes the meeting.

**CARRIED AT 8:25 PM**

  
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CHAIR

  
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CHIEF ADMINISTRATIVE OFFICER