



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

Attendance

Executive Committee

Christopher Northcott, Chair
Don Anderberg, Vice Chair
Evan Berger
Brad Schlossberger
David Cody
Gordon Wolstenholme

Staff

Lenze Kuiper, Chief Administrative Officer
Stephanie Sayer, Accounting Clerk

Absent

Neil Sieben

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

1. Approval of Agenda

Moved by: David Cody

THAT the Executive Committee adopts the October 9, 2025 Executive Committee Meeting Agenda, as amended, to include the addition of:

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee adopts the September 11, 2025 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. Subdivision Activity – As of September 30, 2025

L. Kuiper presented the Subdivision Activity report as of September 30, 2025.

b. 2016 – 2026 Strategic Plan Review

L. Kuiper presented and reviewed the 2016 - 2026 Strategic Plan.

Moved by: Gordon Wolstenholme

THAT the Executive Committee receives the 2016 – 2026 Strategic Plan as information.

CARRIED

5. Accounts

a. Office Accounts

- (i) Monthly Office Accounts
 - August 2025
- (ii) Payments and Credits
 - August 2025

Moved by: Don Anderberg

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

CARRIED

b. Financial Statements

- (i) Balance Sheet
 - August 2025
- (ii) Comparative Income Statement
 - August 2025
- (iii) Comparative Income Statement
 - August 2025

Moved by: David Cody

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

CARRIED

6. New Business

There was no new business.

Moved by: Don Anderberg

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

CARRIED AT 6:18 PM

7. Closed Session

a. Employee Contract Extension Request – Follow-Up Discussion

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 – Follow-Up Discussion: L. Kuiper and S. Sayer.

b. CAO Hiring Committee Update

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 Update: L. Kuiper and S. Sayer.

c. CAO Performance Evaluation

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

d. Policy Exemption

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

Moved by: Don Anderberg

THAT the Executive Committee moves into Open Session

CARRIED AT 7:27 PM

Moved by: Don Anderberg

THAT the Executive Committee receives the Employee Contract Extension Request – Follow-Up Discussion as information.

CARRIED

Moved by: Brad Schlossberger

THAT the Executive Committee approves the terms of the CAO Employment Contract. The Executive Committee requests that the CAO Employment Contract be sent to an employment lawyer for legal advice on Employment Standards compliance, specifically clauses 4 and 11.

CARRIED

Moved by: David Cody

THAT the Executive Committee receives the CAO Performance Evaluation as information.

CARRIED

Moved by: Brad Schossberger

THAT the Executive Committee approves a one-time policy exemption for the payout of vacation and overtime accrual liability as presented.

CARRIED

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 – November 13, 2025

12. Adjournment


Moved by: David Cody

THAT the Executive Committee hereby closes the meeting.

CARRIED AT 7:40 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER