



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**November 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, November 13, 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 (Virtual)  
Neil Sieben (Virtual)  
Gordon Wolstenholme

**Staff**

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

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

**1. Approval of Agenda**

**Moved by: Evan Berger**

THAT the Executive Committee adopts the November 13, 2025 Executive Committee Meeting Agenda, as amended, to:

- Move Agenda Item 4.a -Staff Update to Closed Session in accordance with the *Access to Information Act*, sections 20 and 29

And update the formatting of the affected sections accordingly.

**CARRIED**

**2. Approval of Minutes**

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the October 9, 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. 2026 Operating Budget and 2026-2030 Capital Budget Plan**

The Executive Committee reviewed the proposed 2026 Operating Budget with the 2026 Total Equalized Assessments included.

The Executive Committee discussed the mill rate adjustments compared to the September 2025 draft budget that was presented to the Board of Directors.

The Executive Committee reviewed the proposed changes to the 2026 Capital Budget.

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2026 Operating Budget and the 2026-20230 Capital Budget and Plan to the Board of Directors for approval, as presented.

**CARRIED**

**5. Accounts**

**a. Office Accounts**

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

**Moved by: David Cody**

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

**CARRIED**

**b. Financial Statements**

- (i) Balance Sheet
  - September 2025
- (ii) Comparative Income Statement
  - September 2025
- (iii) Details of Account
  - September 30, 2025

**Moved by: David Cody**

THAT the Executive Committee approves the Financial Statements as of September 30, 2025, as presented.

**CARRIED**

**6. New Business**

There was no new business.

**Moved by: Evan Berger**

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

**CARRIED AT 6:30 PM**

**7. Closed Session**

**a. Staff Update**

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

**b. 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.b – CAO Performance Evaluation: None.

**Moved by: Evan Berger**

THAT the Executive Committee moves into Open Session.

**CARRIED AT 7:15 PM**

**Moved by: David Cody**

THAT the Executive Committee directs Administration to proceed with the financial and legal arrangements as discussed.

**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 – Board of Directors – December 4, 2025 & Executive Committee – January 8, 2026**

**12. Adjournment**

**Moved by: Gord Wolstenholme**

THAT the Executive Committee hereby closes the meeting.

**CARRIED AT 7:24 PM**

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER