



EXECUTIVE COMMITTEE MEETING MINUTES

July 11, 2024; 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, July 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
Scott Akkermans
David Cody
Brad Schlossberger
Neil Sieben, Virtual

Absent

Christopher Northcott

Staff

Bonnie Brunner, Senior Planner
Diane Horvath, Senior Planner
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk
Gavin Scott, Senior Planner

Chairman Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Scott Akkermans

THAT the Executive Committee adopts the June 11, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Brad Schlossberger

THAT the Executive Committee approves the May 9, 2024 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. Staff Updates

R. Keer advised the Committee that 2 new Assistant Planners would be joining in August. She stated that they have been hired on 1-year contracts and that we hope that they will be a good fit long term to help with the existing heavy workload on staff.

b. New Service Investigation: Development Processing and Support Position

R. Keer announced that Administration has sent out a letter to the Member's Chief Administrative Officers to inquire if there was an appetite for ORRSC to offer a new service in which a dedicated staff member would be available to process development permits and provide development support to those who are interested in participating. She advised at this time Administration had received various levels of interest from 19 municipalities. R. Keer stated that Administration has requested all interested parties to complete an initial survey to help ORRSC understand what level of service our members would like to see from this position to help us draft a proposal to ensure that the role is sustainable from both a financial and work load perspective.

D. Horvath stated that the need for this position has come out the need to alleviate some of the day-to-day workload that the Planners are experiencing as over the last few years as they have been assisting with Development Officer work in their municipalities will has taken away their ability to complete larger projects which carry a larger impact to the Fee For Service budget. She stated that in addition Administration believe that this position would be a benefit to the membership to help those Members who require assistance when there are changes in staff, or for municipalities where the CAO is also the Development Officer.

R. Keer advised that once the survey results are in from all of the interested parties, Administration will work to develop a proposal to present to the Members to further gauge their level of interest based on the proposal level of service and associated fees.

c. Regional Assessment Review Board Member Appointments

R. Keer stated that the Regional Assessment Review Board is low on lay members this year due to a limited number of appointments and a further limited number of members who were able to complete the mandatory training with the Land and Property Rights Tribunal (LPRT). She advised that correspondence will be going out to the membership in the coming weeks asking that Members consider the opportunity to advertise for lay members for this Board to assist with next years hearings. R. Keer acknowledged that this is a difficult board to recruit for as the training opportunities are limited through LPRT and can be onerous on appointees.

R. Keer stated that she does have a lay member who currently sits on the City of Lethbridge Assessment Review Board who attending a training session hosted by ORRSC in the Spring who is interested in joining the Regional Board and inquired if any Committee members

believe their municipality would be interested in appointing him to help ensure we have enough experienced lay members for hearings this Fall.

S. Akkermans suggested contacting the Town of Coalhurst CAO as they may be interested given the proximity of the Town.

d. ORRSC Periodical - Hamlets

G. Scott presented the Summer 2024 ORRSC Periodical on Hamlets to the Committee.

e. Subdivision Activity – As of June 30, 2024

R. Keer presented Subdivision Activity as of June 30, 2024 to the Committee.

f. 2025 Initial Budget Discussion

R. Keer stated that Administration wanted to open up the conversation around the 2025 Budget and budget process with the Committee early this year to help Administration determine what the Committee would like to see going forward, such as membership fee rates, existing membership caps, salaries, reports, and the budget process.

The Committee discussed the current Fee for Service revenue budget of \$200,000.00 compared to the \$27,674.51 that is currently received as of May 31, 2024. The Committee discussed the benefit of receiving a project status list moving forward to assist with budget development.

R. Keer advised that she would work with S. Sayer to develop a project tracking system for the next meeting.

The Committee discussed reviewing the standards and amounts used for developing Fee for Service projects and increasing them to better meet the value of the work that is being produced.

The Committee discussed determining the revenue required to sustain the proposed Development Processing and Support position.

The Committee discussed the need to see the actuals for the current year and previous years for various revenues and expenses to help better budget. The Committee also discussed the need to stabilize income to ensure fixed expenses are covered appropriately with the Membership fees. The Committee discussed the difficulty of predicting and relying on subdivision and fee for service to balance the budget when they are too variable to be used. The Committee discussed determining what membership fees would need to be increased too to properly cover the fixed expenses for the organization and using subdivision and fee for service to cushion the organization and restore reserves.

S. Sayer advised that she is currently working on a new budget format to better capture and represent the actuals of the organization.

The Committee discussed how increasing fees could impact the membership and the organization and the long term affects of not increasing fees appropriately.

The Committee discussed concerns around staffing levels, the workload and work capacity on existing staff and salaries to help retain and attract staff to help the organization function appropriately.

The Committee discussed the importance meeting with member municipality Councils and CAO's to help keep the relevance of ORRSC in the forefront of the municipalities, and to allow the opportunity for members to provide feedback on the services they receive.

The Committee advised Administration that they would like to hold a separate meeting to go through the budget in detail outside of a Regular Executive Committee meeting to have a larger conversation.

The Committee discussed the need for review what types of services are being done at no-charge to the Members that could be potential place of revenue for the organization.

R. Keer advised that she would reach out to discuss setting up a date for the budget deliberations in the near future.

5. Accounts

a. Office Accounts

R. Keer presented the Monthly Office Accounts for May 2024 and the Payments and Credits for May 2024 to the Committee.

b. Financial Statements

R. Keer presented the Balance Sheets and Comparative Income Statements for May 2024 and the Details of Account as of May 31, 2024 to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Accounts, the Payments and Credits, Balance Sheets and Comparative Income Statements for May 2024 and the Details of Account as of May 31, 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

R. Keer presented CAO Report to the Committee.

8. Round Table Discussions

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

9. Next Meeting – Board of Directors – September 5, 2024 ; Executive Committee – August – Cancelled; September 12, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:18 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER