



approved by ARROW Utilities Board of Directors – June 20, 2025

To recognize and honour the service, leadership, and contributions of ARROW Utilities Board Members throughout their term(s) on the Board of Directors.

Board Chair – The elected Chairperson of the Board, as determined at the annual organizational meeting of the Board of Directors.

Board Members – Means the individuals appointed to the Board of Directors, who collectively make up the Board.

Board of Directors or “the Board” – Means the appointed elected officials representing the member municipalities of ARROW Utilities, responsible to govern and provide oversight to the organization, in compliance with Alberta’s Municipal Government Act.

Chief Executive Officer or “CEO” – Means the individual appointed by the Board to the position of Chief Executive Officer.

Commemorative Gift – Means a unique token of appreciation with a monetary value not in excess of \$150.

Term Completion – The conclusion of a member’s official appointment to the Board, whether through election, resignation, or other departure.

Board Chair –

- a. Has discretion to initiate additional forms of recognition, such as events or public acknowledgments.

- a. Shall approve and uphold the principles and practices outlined in this policy.
- b. Shall ensure consistent and equitable application of recognition across all Board Members.
- c. Will review and update this policy as required, at minimum every four years.

CITY OF
BEAUMONT

CITY OF LEDUC

CITY OF FORT
SASKATCHEWAN

CITY OF
SPRUCE GROVE

CITY OF
ST. ALBERT

TOWN OF BON
ACCORDTOWN OF
GIBBONSTOWN OF
MORINVILLETOWN OF
STONY PLAIN

LEDUC COUNTY

PARKLAND
COUNTY

STRATHCONA
COUNTYSTURGEON
COUNTY



CEO –

- a. Shall administer the preparation of recognition in accordance with the policy.
- b. Will coordinate the recognition event and presentations.
- c. Shall ensure that recognition practices align with organizational values and budget guidelines.

STANDARDS/ PROCEDURES

ARROW Utilities commits to:

1. Recognition Event

- a. A recognition event will occur following the final board meeting before each municipal election to acknowledge board member contributions over the last 4 years, where all board members will receive a commemorative gift.

2. Departure Before Term Completion -

- a. Should a Board Member depart before the completion of their 4-year term, the CEO will arrange for a formal acknowledgement letter signed by the Chair and a commemorative gift to be delivered to the outgoing Board member within 4 weeks of their notice of departure.

REFERENCE DOCUMENTS

N/A