



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

To provide a structured and strategic framework for the planning and execution of the annual Board Workshop that fosters informed governance, future-focused dialogue, and collaborative learning. These workshops support the Board's ability to engage in long-range planning, policy refinement, and emerging opportunities and challenges outside the scope of regular Board meetings.

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

Board Development Committee – Means Board Members appointed to the committee, tasked with overseeing and advising the annual educational development of the Board.

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.

Board Workshop – Means a workshop designed to train, educate or issue alerts to the Board on a specific topic, without any intent to procure direction or a decision from the Board.

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

External Facilitator – A third-party consultant or subject-matter expert invited to present, facilitate, or advise during a workshop.

Board Chair –

a. Will serve as Ex Officio on the Board Development Committee.

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



- b. Will support the Board Development Committee and CEO to develop the agenda and facilitation methods.

Board Development Committee –

- a. Shall provide leadership in the planning and delivery of effective and high-value workshops.
- b. Through agenda planning will ensure alignment of workshop content with Board governance priorities and strategic direction.

Board of Directors –

- a. Will participate in workshops as scheduled to enhance understanding of key strategic issues and regional trends impacting ARROW Utilities.
- b. Will review and update this policy as required, at minimum every four years.

CEO –

- a. Shall coordinate logistical requirements, including preparation of materials and engagement of External Facilitators, as required.
- b. Ensures that workshops are supported by appropriate budget allocations, ensuring responsible use of public funds while maximizing strategic value.

STANDARDS/ PROCEDURES

ARROW Utilities commits to:

1. Format

- a. Workshop delivery will align to the 4-year term cycle:
 - i. The first May post municipal elections will be a strategic planning workshop where the content for the organization's strategic plan will be elicited.
 - ii. The following 2 years will be 2-day workshops hosted locally.
 - iii. The final workshop of the term will be a 2-day session, with significant time committed to succession planning for the incoming board.

2. Agenda Establishment -

- a. Timing, location and content for all board workshops will be determined by the Board



Development Committee, with input from the CEO.

**REFERENCE
DOCUMENTS**

N/A