



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

To clarify the criteria by which the Board will consider taking on new member municipalities and expanding the service area of ARROW Utilities.

Administrative Policy - Means policies that focus on operational versus governance matters.

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

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

Board of Directors –

- a. Shall approve the Service Expansion policy and comply with its standards.
- b. Will review and update this policy as required, at minimum every four years.

CEO –

- a. Shall provide organizational oversight ensuring compliance with the policy.

1. ARROW Utilities will not actively seek expansion of its service area.
2. ARROW Utilities will consider expansion requests in accordance with the *Municipal Government Act* and its Regulation.

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



- a. On a case-by case basis, ARROW Utilities will decide whether it provides services on a fee-for-service basis or whether the applicant will be required to join ARROW Utilities as a full member.
3. ARROW Utilities will also consider strategic partnerships where there are benefits to ARROW Utilities of joint servicing.
4. All applications will be reviewed and a business assessment conducted to take into consideration such things as:
 - a. System capacity
 - b. Short-term and long-term operations, maintenance and capital costs
 - c. Ability to effectively provide service to the new member (e.g., distance from WWTP)
 - d. Risk
 - e. Other criteria as determined by the Board
5. The applicant will reimburse ARROW Utilities for any external costs associated with evaluating their request. Any ARROW Utilities internal resources will be considered for reimbursement by the applicant within reason.
6. Expansion of the service area cannot create an unfair financial burden on existing members.
 - a. Providing service to another entity, either as a member or through a fee-for-service arrangement, must be cost neutral to the existing members
 - b. ARROW Utilities will not contribute to the extension of the sewer system regardless of the business arrangement.
7. Any new member accepted into the Commission shall be required to provide a reasonable capital contribution reflecting their proportional share in the Commission's



existing assets, with the amount to be negotiated and mutually agreed upon by all parties.

**REFERENCE
DOCUMENTS**

N/A