



approved by ARROW Utilities Board of Directors – January 24, 2025

The Board will invest in its governance capacity.

Periodically, Board Workshops may be held to provide the Board with training or educational opportunities. The Board shall not make decisions or direct the CEO in the context of a Board Workshop.

Alternatively, Board members may seek to attend external learning opportunities in the form of workshops, conferences, seminars, and meetings in an effort to increase their knowledge in the fulfillment of their board responsibilities.

Board Development Committee – Means Board Members appointed to the committee, tasked with overseeing and advising the annual educational development of 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 Members – Means the individuals appointed to the Board of Directors, who collectively make up the Board.

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.

Learning Opportunities – Means externally offered workshops, conferences, seminars, or meetings, with associated registration and/or travel costs, designed to increase board member knowledge on topics relevant to the governance or operations of ARROW Utilities.

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
COUNTY

STURGEON
COUNTY



Official Board Meeting – Means a regular board meeting or organizational board meeting, as defined in Alberta’s Municipal Government Act.

Opportunity Request Form – Means the template that the Board Member who wishes to attend a learning opportunity completes and submits to the CEO for distribution to current committee members.

Post Opportunity Report Form - Means the template that the Board Member who attended a learning opportunity completes and submits to the CEO for distribution to the Board.

Training Allocation – Means the annual allocated amount approved in budget that can be expended on Board Member learning opportunities.

RESPONSIBILITIES

Board Development Committee –

- a. Shall support the CEO in the identification of topics that would be beneficial learning opportunities or Board Workshop subjects for board members in the fulfillment of their responsibilities.
- b. Will review and approve learning opportunity requests submitted by Board members, monitor budget allocations, and ensure the dissemination of knowledge post learning event.

Board of Directors –

Shall approve the learning and development policy and comply with its standards.

CEO –

- a. Shall provide the Board of Directors with advance notice of relevant external learning opportunities or upcoming board workshops.
- b. Will work with the Board Development Committee in the planning of board workshops.
- c. Will receive board member learning opportunity request forms and distribute electronically to committee members for consideration and approval.
- d. Will receive post learning opportunity report and distribute to the Board of Directors, and will schedule a presentation time (if required).



STANDARDS

1. Board knowledge, skills, and overall competencies will facilitate the capability of governing with excellence.
 - a. Training and retraining will be used to orient new Board Members
 - b. Training and retraining will be used to maintain and increase existing knowledge and skills of incumbent members
 - c. Learnings will be shared with other members of the Board
2. An annually funded Board training allocation will be allocated through the budget process with training opportunities overseen by the Board Development Committee.
3. A Board Workshop will be planned in conjunction with the Board Development Committee to support the Learning and Development of the Board and the ability to govern with excellence.
 - a. No formal minutes of Board Workshops will be prepared,
 - b. No business of the Board shall be conducted, meaning no decisions shall be made.
 - c. Schedule 1 of the policy shall include templates for reporting back, and knowledge sharing.
4. In an election year, Board Members will not be eligible to attend learning opportunities in the 6 months prior to Election Day.

REFERENCE DOCUMENTS

- A) Board Learning and Development Learning - Opportunity Request Form
- B) Board Learning and Development – Post Opportunity Report Form