



approved by ARROW Utilities Board of Directors – September 26, 2025

To ensure that there is an effective and fair performance monitoring process in place for the CEO that supports accountability to 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.

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

Governance & HR Committee – Means the individuals appointed by the Board who oversee the effectiveness of the governing system including the ARROW Utilities Board of Directors’ role in managing its sole employee, the CEO, including the CEO’s annual performance evaluation.

Governance & HR Committee –

- Define and administer a performance review process for the CEO's annual performance evaluation.
- Prepare a final performance evaluation of the CEO based on input from the Board.
- Recommend annual salary increases, if any, with well supported recommendations.

- a. Shall approve the CEO Performance Monitoring policy.
- b. Will ensure compliance with this policy, providing resources necessary for effective performance evaluation.
- c. Will review performance evaluation conducted by the Governance & HR Committee as a full Board during a Board meeting before the end of Q1 each year.

STURGEON
COUNTY



- d. Will review and update this policy as required, at minimum every four years.

CEO –

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

**STANDARDS/
PROCEDURES**

ARROW Utilities commits to:

1. Supporting the implementation of the CEO performance evaluation process as directed by the Board.
2. Ensuring that the Board of Directors has the tools, resources, and administrative support necessary to conduct a fair and effective performance evaluation of the CEO.

**REFERENCE
DOCUMENTS**

N/A