





<p>Appoint Board Members</p>	<p>BM65-25</p> <p>MOVED BY Kelly-Lynn Lewis THAT the following elected officials be appointed to the Board of ARROW Utilities: A Capital Region Commission effective November 28, 2025.</p> <p>Steven vanNieuwkerk – City of Beaumont Gale Katchur – City of Fort Saskatchewan Bill Hamilton – City of Leduc Jeff Acker – City of Spruce Grove Ken MacKay – City of St. Albert Kelly-Lynn Lewis – Leduc County Rod Shaigec – Parkland County Robert Parks – Strathcona County Alanna Hnatiw – Sturgeon County Lynn Bidney – Town of Bon Accord Travis Currie – Town of Gibbons Jenn Anheliger – Town of Morinville Justin Laurie – Town of Stony Plain</p>	<p>APPROVED UNANIMOUSLY</p>
<p>Election of Chairperson</p>	<p>CEO Polkovsky advised that the ARROW Utilities Administration and Procedures Bylaw requires that the Board annually elect from amongst its members a Chairperson and opened the floor for nominations.</p> <p>Jeff Acker nominated Justin Laurie.</p> <p>Lynn Bidney nominated Ken MacKay.</p> <p>Justin Laurie introduced himself and his qualifications for Chair.</p> <p>Ken MacKay introduced himself and his qualifications for Chair.</p> <p>ARROW Administration distributed the ballots for Chairperson.</p> <p>Travis Currie joined the meeting at 9:09 am.</p>	



	<p>ARROW Administration redistributed the ballots to include Travis Currie in the vote for Chair.</p> <p>BM66-25</p> <p>MOVED BY Robert Parks THAT the Board appoint Bill Hamilton and Director Cindy de Bruijn as scrutineers of the Chair election ballots.</p> <p>Ken MacKay was elected as Chair of ARROW Utilities Board of Directors.</p> <p>BM67-25</p> <p>MOVED BY Robert Parks THAT the ballots from the election for the Chair's position be destroyed.</p>	<p>APPROVED UNANIMOUSLY</p> <p>APPROVED UNANIMOUSLY</p>
Election of Vice-Chairperson	<p>Chair Ken MacKay opened the floor for nominations for Vice-Chair.</p> <p>Jeff Acker nominated Justin Laurie.</p> <p>Bill Hamilton nominated Robert Parks.</p> <p>Robert Parks introduced himself and his qualifications for Vice-Chair.</p> <p>BM68-25</p> <p>MOVED BY Chair Ken MacKay THAT the Board appoint Bill Hamilton and Director Cindy de Bruijn as scrutineers of the Vice-Chair election ballots.</p> <p>Justin Laurie was elected Vice-Chair of ARROW Utilities Board of Directors.</p> <p>BM69-25</p> <p>MOVED BY Gale Katchur THAT the ballots from the election for the Vice-Chair's position be destroyed.</p>	<p>APPROVED UNANIMOUSLY</p> <p>APPROVED UNANIMOUSLY</p>



Adoption of September 26, 2025, Meeting Minutes	BM70-25  MOVED BY Jeff Acker THAT the minutes of the September 26, 2025, meeting be adopted as presented.	APPROVED UNANIMOUSLY
Ad-Hoc Committee – Governance & Finance Review – Verbal Update	<p>CEO Polkovsky provided background on the Ad-Hoc Committee, including its purpose and membership.</p> <p>Jeff Acker outlined the origin of the third-party review, noting the number of proposals received and the shortlisting process completed prior to the municipal elections. He confirmed the project budget is \$150,000 and emphasized the scale of the work.</p> <p>CEO Polkovsky advised that, once the Board provides a motion, ARROW’s procurement staff will proceed with awarding the contract.</p> <p>Jenn Anheliger asked what prompted the Board to undertake the review.</p> <p>Chair Ken MacKay explained that significant rate increases were required to address aging infrastructure, as identified in the Utility Master Plan, and that as an organization, ARROW has limited options for accessing funding.</p> <p>Jeff Acker added that the review is intended to assess ARROW’s financial planning to ensure affordability and support community growth.</p> <p>CEO Polkovsky then summarized the background information that was included in the RFP.</p> <p>Kelly-Lynn Lewis requested that the Final RFP be provided to the current Board Members.</p>	



	<p>BM71-25</p> <p>MOVED BY Jeff Acker THAT the Board appoint EY to conduct the independent, third-party review of ARROW Utilities as described in the RFP posted on Alberta Purchasing Connection in September 2025.</p>	<p>APPROVED UNANIMOUSLY</p>
<p>Board Handbook Overview</p>	<p>Layne Quickstad provided an overview presentation on the Board of Directors Handbook.</p>	
<p>2026 Board Meeting Dates</p>	<p>CEO Polkovsky provided a summary of the upcoming year’s meetings and noted that Board meeting durations have been extended to run from 9:00 am to 2:00 pm for 2026.</p> <p>BM72-25</p> <p>MOVED BY Jeff Acker THAT the following dates are approved for the 2026 Board Meetings.</p> <p>January 30, 2026 (Orientation)          March 20, 2026          May 19-21, 2026 (Board Workshop, Jasper)          June 19, 2026          September 11, 2026          November 27, 2026 (Organizational meeting)</p> <p>The Board broke for a short recess at 9:57 am.</p> <p>Director Cieply left the meeting at 10:00 am.</p> <p>Gwendolyn Stewart-Palmer joined the meeting at 10:02 am.</p> <p>The Board reconvened at 10:05 am.</p>	<p>APPROVED UNANIMOUSLY</p>



<p>TIME SPECIFIC - Presentation from Shores Jardin LLP</p>	<p>CEO Polkovsky introduced Gwendolyn Stewart-Palmer from Shores Jardin LLP, who provided a presentation on Board Governance.</p> <p>Gwendolyn Stewart-Palmer left the meeting at 10:58 am.</p> <p>The Board broke for a short recess at 10:59 am.</p> <p>The Board reconvened at 11:04 am.</p>	
<p>Board CEO Covenant Signing</p>	<p>CEO Polkovsky provided background on the Board CEO Covenant, noting that legal counsel has reviewed the document and confirmed it is sufficient for delegation of authority.</p> <p>BM73-25</p> <p>MOVED BY Jeff Acker THAT the Board approve and sign the Board/CEO Covenant as presented.</p> <p>The Board CEO Covenant was signed by each Board Member and CEO Polkovsky.</p>	<p>APPROVED UNANIMOUSLY</p>
<p>Board Committee Membership</p>	<p>CEO Polkovsky provided information on the Board Committees and the frequency and meeting formats used to meet throughout the year.</p> <p>BM74-25</p> <p>MOVED BY Vice-Chair Justin Laurie THAT the Board approve the 2026 Committee memberships, confirm the Board Chair as an ex-officio member of Audit &amp; Finance, Board Development, and Advocacy &amp; Awareness, and that the Committees select Committee chairs at their first meetings.</p> <p>Governance and Human Resources</p> <ol style="list-style-type: none"> <li>1. Robert Parks</li> <li>2. Jeff Acker</li> </ol>	<p>APPROVED UNANIMOUSLY</p>



	<p>3. Gale Katchur 4. Bill Hamilton 5. Ken MacKay</p> <p>Audit and Finance</p> <p>1. Justin Laurie 2. Jenn Anheliger 3. Steven vanNieuwkerk 4. Robert Parks 5. Jeff Acker Ken MacKay (Ex-officio)</p> <p>Advocacy and Awareness</p> <p>1. Steven vanNieuwkerk 2. Kelly-Lynn Lewis 3. Gale Katchur 4. Rod Shaigec 5. Justin Laurie Ken MacKay (Ex-officio)</p> <p>Board Development</p> <p>1. Lynn Bidney 2. Alanna Hnatiw 3. Travis Currie 4. Kelly-Lynn Lewis Ken MacKay (Ex-officio)</p>	
Administrative Reports – September-October 2025	<p>CEO Polkovsky gave an overview of the Administrative Reports for September-October 2025.</p> <p>Bill Hamilton and Lynn Bidney inquired about the absence of the operations graphs previously included in the Board agenda packages.</p> <p>CEO Polkovsky responded that the package is intended to remain at a governance level but these graphs can continue to be included.</p> <p>Vice-Chair Justin Laurie requested that ARROW develop a one-page, high-level information sheet for residents of member</p>	



	municipalities that municipalities can share or direct residents to.	
Q3 Financial Results	<p>Director Spurgeon provided an overview of ARROW’s Q3 financial results. At this time the organization has received \$45 million in Train 4 grant funding, with \$5 million expected in early 2026. Operations are slightly over budget due to timing and construction, but the net position remains favorable, with a planned draw from the operating reserve of \$600,000–\$700,000.</p> <p>The 2026 budget is expected to improve financial viability and strengthen reporting and accountability. Debt increased to \$156 million for Train 4 financing, with total year-end debt projected at \$165 million. The three-year debt outlook remains within budgeted projections and established limits and the applications for the Government of Alberta loan is pending.</p> <p>CEO Polkovsky also noted that to keep pace with inflation, it is likely that a 10-cent per year rate increase may be required</p> <p>Steven vanNieuwkerk left the meeting at 11:46 am.</p> <p>BM75-25</p> <p>MOVED BY Lynn Bidney THAT the Board accept the Q3 Financial Results as information.</p> <p>Jeff Acker and Gale Katchur left the meeting at 11:59 am.</p>	<p>APPROVED UNANIMOUSLY</p> <p>Steven vanNieuwkerk was not present for this vote.</p>



<p>CLOSED SESSION – Legal Matters – ATIA, Division 2, Section 32(1)(a) - Privileged Information</p>	<p>BM76-25</p> <p>MOVED BY Robert Parks THAT the Board move into Closed Session at 12:00 pm.</p> <p>Director de Bruijn, Director Teveniuk, Outgoing Director Cikaluk, Director Mason, Director Spurgeon, Layne Quickstad, Jillian Mertins, and Des Mrygold left the meeting at this time.</p> <p>BM77-25</p> <p>MOVED BY Bill Hamilton THAT the Board come out of Closed Session at 12:07 pm.</p>	<p>APPROVED UNANIMOUSLY</p> <p>APPROVED UNANIMOUSLY</p>
<p>Notice of Motions ➤ Robert Parks</p>	<p>Robert Parks read his proposed motion:  THAT the Board direct the ARROW CEO to:</p> <ul style="list-style-type: none"><li>a. Ensure that for all future meetings, with the exception only of emergency or special meetings, the agenda and all supporting materials are circulated to the board members at least one week in advance to allow members to adequately prepare for meetings;</li><li>b. Prepare amendments to the Administration and Procedures Bylaw by the next regular Board meeting to improve governance processes to ensure that:<ul style="list-style-type: none"><li>i. Agendas and supporting materials are circulated at least one week in advance of meetings, and that the Board is required to pass a resolution in order to add any materials that are late;</li><li>ii. Administrative representatives from member municipalities are allowed to attend meetings in a non-voting capacity to</li></ul></li></ul>	



	provide support to their Board representative (subject to any legal confidentiality obligations); and iii. Directors have appropriate opportunities to add items to meeting agendas.	
Closing Remarks/Adjournment	Vice-Chair Justin Laurie adjourned the meeting at 12:09 pm.	
<b>Next Meeting</b>	January 30, 2026	

These minutes approved this 20th day of March 2026.

*Ken MacKay*

Ken MacKay (Mar 23, 2026 11:49:40 MDT)

ARROW Utilities Board Chairperson

Chief Executive Officer

Recorder:

Layne Quickstad

CASS Supervisor









# November 28, 2025 Board Organizational Meeting Minutes

Final Audit Report

2026-03-23

Created:	2026-03-23
By:	Jillian Mertins (jmertins@arrowutilities.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqjz0hK08Ajq3zfczB2qhNTmij04GavgZ

## "November 28, 2025 Board Organizational Meeting Minutes" History

-  Document created by Jillian Mertins (jmertins@arrowutilities.ca)  
2026-03-23 - 4:47:00 PM GMT
-  Document emailed to Ken MacKay (kmackay@stalbert.ca) for signature  
2026-03-23 - 4:47:06 PM GMT
-  Document emailed to Kate Polkovsky (kpolkovsky@arrowutilities.ca) for signature  
2026-03-23 - 4:47:06 PM GMT
-  Email viewed by Ken MacKay (kmackay@stalbert.ca)  
2026-03-23 - 5:49:08 PM GMT
-  Document e-signed by Ken MacKay (kmackay@stalbert.ca)  
Signature Date: 2026-03-23 - 5:49:40 PM GMT - Time Source: server
-  Email viewed by Kate Polkovsky (kpolkovsky@arrowutilities.ca)  
2026-03-23 - 7:57:20 PM GMT
-  Document e-signed by Kate Polkovsky (kpolkovsky@arrowutilities.ca)  
Signature Date: 2026-03-23 - 7:57:41 PM GMT - Time Source: server
-  Agreement completed.  
2026-03-23 - 7:57:41 PM GMT