



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Board & Administration Training and Development February 8, 2024

Policy Name: 1 – Board & Administration Training and Development

Related Bylaws and Policies: Bylaw 01/2021 & Policy 4 – Remuneration and Expenses

Date Approved: September 18, 2025

Chairman: 

Commission Manager: 

Next Review Date: January 1, 2029

Policy Objective:

To set guidelines for Board of Directors and Administration training and development.

Policy:

The Commission will, annually, set aside funds to encourage Directors to develop their knowledge operationally and administratively and thus ensure they are making informed decisions as members of the Board.

The Commission will, annually, set aside funds to encourage Administration to develop their knowledge to ensure that the Commission is being operated and managed using industry best practices.

It is strongly encouraged that both Directors and Administration utilize the training and development budget.

Responsibilities and Authorities:

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at the review date specified and every 4 years thereafter.

The Commission Manager is responsible for the development, implementation, monitoring, and adherence to this policy.



1) Annual Allowance Board of Directors

- a) Each member municipality of the Commission shall have an annual allowance of \$6,000 in the currency of the country in which the training occurs.
 - i. The allowance includes honorariums, registration and travel related expenses.
 - ii. Honorariums and expenses are reimbursed in accordance with the Remuneration and Expenses Policy.
 - iii. Any unexpended annual allowance will be carried forward for a maximum period of one fiscal year.
 - iv. The total annual training allotment for all member municipalities may be used at the discretion of the Commission. Unused funds from one member municipality's allowance may be reallocated to support training for another member municipality provided the total combined annual allotment is not exceeded.
- b) In an election year, a Director not seeking re-election is not entitled to attend training.
- c) Directors attending a conference, seminar or workshop will provide either a written or verbal report to the Board at the next board meeting following their conference, seminar or workshop.
- d) Unused Director funding may be utilized to equally share the cost of a member municipalities administrative representatives related training.

2) Annual Allowance Administration

- a) The Administration team of the Commission shall have an annual allowance of \$12,000 for training in the currency of the country in which the training occurs.
 - i. The allowance includes registration and travel related expenses.
 - ii. Expenses are reimbursed in accordance with the Remuneration and Expenses Policy.
 - iii. Any unexpended annual allowance will be carried forward for a maximum period of one fiscal year.
- b) Administration attending a conference, seminar or workshop will provide either a written or verbal report to the Board at the next board meeting following their conference, seminar or workshop.