

# CRSWSC



Capital Region Southwest  
Water Services Commission

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## CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

**Replaces:** Original policy approved June 8, 2017

**Policy Area:** Training and Development

**Policy Name:** Board & Administration Training and Development

**Policy brought forward by:** Commission Treasurer

**Date Approved:** May 20, 2021

**Chairman:** 

**Commission Manager:** 

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### **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 Commission Manager and Treasurer are responsible for the development, implementation, monitoring and evaluation of this policy.

### **1) Annual Allowance Board of Directors**

- a. Each member municipality of the Commission is entitled to an annual allowance of \$5,000 for training.
    - i. The allowance includes honorariums, registration and travel related expenses.
    - ii. Honorariums and expenses are reimbursed in accordance with Remuneration and Expenses Policy.
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- iii. Any unexpended annual allowance will be carried forward for a maximum period of one fiscal year.
- 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.

## **2) Annual Allowance Administration**

- a. The Administration team of the Commission is entitled to an annual allowance of \$10,000 for training.
    - i. The allowance includes registration and travel related expenses.
    - ii. Expenses are reimbursed in accordance with 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.
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