



**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION  
BOARD DEVELOPMENT POLICY 2021-006**

**POLICY:**

**The purpose of this policy is to ensure the Directors of the Board of the Capital Region Northeast Water Services Commission (CRNWS-C) are able to attend conferences, conventions, seminars or workshops which will assist them in their development as effective members of the Board.**

Procedures:

1. The CRNWS-C has a Staff Development Reserve for Directors of the Board and the Commission Manager to attend conferences, conventions, seminars or workshops that will assist them in their development as effective members of the Board.
2. Commission Manager will provide a listing of the upcoming training and development opportunities at the fall Board meeting and throughout the year via email as events are scheduled.
3. Board members will submit their training and development requests with a detailed budget to the Commission Manager.
4. At the annual Financial Audit meeting in the spring, Board Meeting the Commission will approve Board member's requests for Training & Development for the calendar year.
5. Subsequent Board member attendance requests after the annual Financial Audit Board meeting will be subject to budget and approval at the discretion of the Commission Manager.
  - a.) Board members that are approved to attend conferences, seminars or workshops are entitled to an annual allowance of \$6,000 for training. The allowance includes per diem and kilometer rates.
  - b.) Honorariums and expenses are reimbursed in accordance with the Remuneration and Expense Policy.
6. Expense claims shall be submitted to the Commission manager and must be supported by receipts and in conformance with the Remuneration and Expense Policy.
7. Members of the Board attending a conference, convention, seminar or workshop shall provide either a written or verbal report to the Board at the next Board meeting.
8. The Board Development Policy will be reviewed annually at budget time. The annual budget will re-establish the previous year's balance in the Reserve.

9. In an election year, a Board member is not allowed to attend training without Board approval.

**Date Approved:** September 27, 2021.

**Resolution #** 2021.09.27.10

**Next Review Date:** September 2022