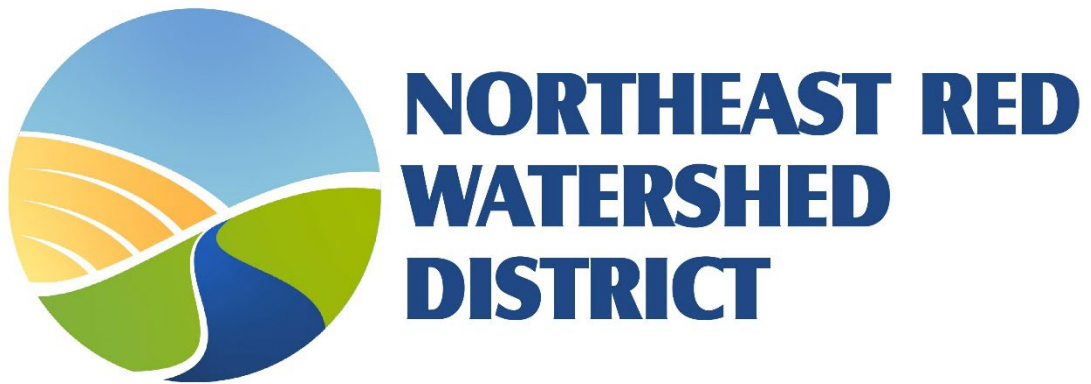




Policies and Procedures Manual

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INTRODUCTION

The Watershed Districts Program operates under the authority of The Watershed Districts Act. The objectives of the Act are to provide for the conservation, control, and prudent use of soil, land, and water resources on a watershed basis.

This Policies and Procedures Manual serves the district's board members, staff and partners, including member municipalities, landowners, industry, Indigenous communities, and government agencies in the watershed. The board shall abide by good management principals, sound environmental science and prudent fiscal management to justify its policy and decision-making processes.

This Policies and Procedures Manual adheres to the Articles found within the Watershed Districts Act and Regulation and are subject to review and change as required, with board approval. Suggestions for policy updates should be directed to the board chair or vice chair.

What is policy?

Policy provides a high-level statement of principles that guides present and future decisions and sets direction.

Why should a watershed district have policies?

- Provides directions and limits to board members and staff
- Provides standards and guidelines for consistent projects and decisions
- Reflects the views and values of the watershed district
- Clarifies responsibilities and defines lines of communication and accountability
- To assist the development of and to increase the effectiveness of programs

Reference:

Watershed Districts Program Policy and Procedures Policy 1.2 Operational Autonomy

DEFINITIONS AND ACRONYMS

“Board” or “Board of Directors” – the group comprised of the positions of Provincial Appointee, and all subdistrict committee Chairs and Vice Chairs.

“Board member” – a qualified candidate who has been designated to serve on the Board of NRWD

“Chair” – the most senior member of the Board who carries additional responsibilities

“District Manager” – the Manager of the NRWD, which is the most senior staff position within the organization

“Governance” – the structures in place to guide the relationship between the Board and Management

“Legislation” – provincial legal documents enacted by the Manitoba Legislature, such as The Watershed Districts Act

“Member” – Board and subdistrict members of NRWD

“NRWD” – Northeast Red Watershed District

“Quorum” – Quorum is reached when the majority of board members are in attendance, meaning greater than 50% of the board. Official business cannot be conducted without presence of quorum.

“Regulations” – provincial legal documents that define the application and enforcement of specific legislation, such as The Watershed Districts Regulation

“WD” – Watershed District

MISSION, MANDATE, GOALS AND OBJECTIVES

The Board will embrace and live out NRWD's mission and mandate statements with an aim to embody the principles throughout the organization. As well, the Board will be mindful of the goals and objectives of NRWD to help ensure the organization is appropriately fulfilling expectations while adhering to authorities granted to them.

Mission

The mission of the Northeast Red Watershed District is to work with local landowners and professionals to deliver effective watershed based programming.

Mandate

Under the Watershed Management Regulation, the Northeast Red Watershed District is designated as the Water Planning Authority for the Cooks-Devils Creek and Brokenhead River Watersheds and has developed the Cooks-Devils Creek Watershed Integrated Watershed Management Plan under the authority of the Water Protection Act.

The Northeast Red Watershed District is responsible for constructing, operating and maintaining the district drains as shown on the map under Schedule 6 of the Watershed Districts Regulation.

SECTION 1: GOVERNANCE

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.1 Board Elections and Subdistrict Committee Appointments	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The Watershed Districts Act establishes a management and administrative structure that allows for grassroots participation and watershed planning and management. Watershed district boundaries are based on watershed boundaries and each district is divided into Subdistricts following sub-watershed boundaries as outlined in the Watershed Districts Regulation. Each Subdistrict is managed by a Subdistrict committee consisting of appointees from member municipalities.

Each member municipality appoints two ratepayers to the Subdistrict committee. One municipality may be in more than one Subdistrict. In this case the municipality will make appointments to all of the Subdistricts where it is included. Of the two ratepayers appointed to a Subdistrict only one may be a councilor. If the area exceeds five square miles, but does not exceed fifteen square miles the municipality appoints only one ratepayer to the Subdistrict. When the area of the municipality is less than five square miles and it is the only land from that municipality in the district, one Subdistrict committee member can be appointed.

Subdistrict committee elections:

- All Subdistrict committee members are appointed for a term of one year.
- A chair and vice-chair of the Subdistrict committee must be elected annually at the annual organizational meeting in November and will serve for the term of one year.
- The chair of each subcommittee will be appointed as a voting member to the district board.
- If the chair of a Subdistrict committee is elected as chair of the district board, the vice-chair of the Subdistrict committee will be appointed as a voting member of the board, as the board chair does not generally vote.

Reference: Watershed Districts Act

District board elections:

- All district board members serve for the term of one year.
- The board chair and vice-chair serve for the term of one year.
- The board shall elect a chair and vice-chair annually as soon as is practical after each Subdistrict committee has elected its chair and vice-chair, at the annual organizational

meeting or the first board meeting in January following the annual organizational meeting.

- The eligible voters for board elections are limited to the provincial appointee and the chair of each Subdistrict committee. Members must be present to vote either in person or via conference call.
- The district manager or administrator will record all election proceedings in writing.
- Nominations for vice-chair shall not commence until after the chair has been elected.
- Nominations shall be by motion with no seconder. Nominated members shall either accept or decline and may withdraw during election. Voting shall be by show of hands except where more than one member has been nominated; in which event voting shall be by secret ballot.
- In the case of a tie between two or more candidates, the board must resolve the tie by using the following methods in sequential order until the chair or vice chair is elected:
 - Hold up to two additional rounds of voting by the members of the board.
 - Hold a vote by the vice-chairs of each Subdistrict committee.
 - Determine by lot between the candidates.

Reference: Watershed Districts Regulation section (8)

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.2 Duties and Responsibilities of Chair and Vice Chair of Board and of Subcommittees	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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BOARD CHAIRPERSON

The Chair of the Board shall perform all duties included in the Watershed District Act and other duties as may be prescribed by action of the Board.

Duties:

- To call and preside at meetings of the Board and to decide questions of order
- To preserve order at all times and to endeavor to have business before the Board conducted with propriety and dispatch.
- To call special meetings of the Board
- To sign official District documents that require the signature of the Chair's Office
- To act as an unbiased voice at meetings by providing the members with the necessary information required to make their decisions and be prepared to provide the final vote in cases where a stalemate has been reached.
- The Chair or delegate is to act as a spokesperson for the entire district at various venues and events.
- All Board and Sub-District indemnities are to be signed by either the Chair or the Vice-Chair. The Chair will approve and sign the Vice-Chair indemnity and vice versa.

The Vice-Chair shall have the powers and duties of the Chair in their absence, and such other powers and duties as the Board may from time to time decide.

SUBCOMMITTEE CHAIRPERSON

Duties:

- To call and preside at meetings of the subcommittee
- To relay all Subdistrict committee recommendations to the board in an unbiased manner.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.3 Duties and Responsibilities of Board and Subdistrict Members	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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BOARD MEMBER DUTIES:

- Be willing and able to work with other Subdistrict and board members;
- Express the unbiased views of your Subdistrict committee at the board level;
- Support the board's final decision, even if it may be contrary to your personal views;
- Believe in the value and need for sound resource management and conservation;
- Attend scheduled board meetings or provide notice to the staff when unable to attend;
- Aid in establishing and enforcing district policies;
- Aid in setting district goals and objectives and in preparing district programs;
- Aid in the process of program/project prioritization;
- Provide district staff with the appropriate authority and support network;
- Be familiar with and promote the Watershed Districts Act, Regulations, and Policy Manual and understand the district's responsibilities and legal authority;
- Be a capable decision maker and be prepared to justify decisions;
- Act as a district representative in meetings, interviews, etc;
- Participate in annual elections of the district chair and vice-chairpersons.

SUBDISTRICT MEMBER DUTIES:

- Examine and become familiar with your area and its specific needs/concerns and recommend possible action;
- Let the public (ratepayers) know who you are and where you can be reached;
- Attend all scheduled Subdistrict meetings or provide sufficient notice to the staff when unable to attend;
- Keep up to date on all work and decisions made by the Subdistrict and board by ; reading Subdistrict and board minutes;
- Be willing to work as a team member;
- Be familiar with the geography and issues in the entire district;
- Be familiar with the Watershed Districts Act, Regulation and Policy Manual, and understand the district's responsibilities and legal authority;
- Study the ideas/concerns brought forward to the Subdistrict and make unbiased recommendations to the board;
- Act as a liaison between the local ratepayers, municipalities and the board.

- Participate in the annual development of a recommended program of works that will be proposed to the board.
- Contact the district manager if a problem requires immediate attention; if it does not, have it included in the next meeting agenda.
- Participate in annual elections of the Subdistrict chair and vice-chairpersons.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.4 Provincial Appointee	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Under the Watershed Districts Act the Lieutenant Governor in Council appoints a representative, commonly referred to as the provincial appointee, to each watershed district board. As outlined in Policy 1.3 of the Watershed Districts Program Policy and Procedures Manual, the provincial appointee receives full board privileges, including voting.

PROVINCIAL APPOINTEE DUTIES:

- Ensure that the priorities and activities of the Northeast Red Watershed District align with provincial priorities and the strategic goals of the Watershed Districts Program.
- Become familiar with The Watershed Districts Program Policies and Procedures and The Watershed Districts Act and Regulation.
- Participate at Northeast Red Watershed District board meetings with full board voting rights in alignment with Northeast Red Watershed District's board governance policies.
- Become familiar with Northeast Red Watershed District programs and policies.
- Maintain an open line of communication with the Watershed Planner assigned to the Northeast Red Watershed District.
- Assist in resolving issues or conflicts that may arise between local people and/or staff.
- Participate in public events to share positive information about the Northeast Red Watershed District and information about provincial priorities and programs.

The provincial appointee will hold their position on the board until relieved of those responsibilities by the Minister. At the request of the Minister, municipal members may submit names of potential appointees for consideration.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.5 Board and Subdistrict Committee Meetings	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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BOARD

1. Board meetings shall be held quarterly at minimum.
2. The manager shall prepare a draft agenda and distribute to all members six days prior to each board meeting.
3. The board shall adopt the agenda as the first order of business at each meeting.
4. Board and subdistrict committee proceedings shall be governed by the Municipal Act.
5. The board waives the reading of the minutes of the preceding meeting provided that copies of the minutes are sent to each board member at least 24 hours before the meeting.
6. Each board member shall review the minutes of the preceding meeting and, if necessary, identify necessary corrections to the minutes at the meeting.
7. Each subdistrict committee chairperson attends and votes at board meetings. In the absence of the chairperson, the vice-chairperson of the subdistrict attends and votes at the board meeting.
8. Each subdistrict committee vice-chairperson will be invited to attend regular board meetings as an observer.
9. All subdistrict committee members will be invited to attend a board meeting twice each year. Subdistrict committee members may attend any board meeting at their discretion.
10. Board members shall consider projects and programs that benefit the watershed district as a whole area a high priority.

SUBDISTRICT SUBCOMMITTEES

1. The Board agrees that the time between subdistrict meetings be staggered seasonally in order to accommodate for the planning and implementation of projects.
2. The Board recommends that subdistrict committees meet at least every six months and recognizes that some subdistricts may need to meet more often in order to maximize their potential as a subdistrict.
3. Subdistrict meetings must involve NRWD administration in order to be considered an official meeting, otherwise the meeting will be considered off-the-record and no indemnity will be paid.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.6 Special and Virtual Meetings	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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SPECIAL MEETINGS

The chairperson of the board, or in their absence the vice-chairperson, has the authority to call a special meeting of the board. The notice for a special meeting should specify items that are to be considered at that meeting. Special meetings would normally require the same 48-hour notice, unless notice is waived by all board members, as a regular meeting and once a quorum is present have the same status as a regular meeting and business is conducted in the usual manner.

Reference: Watershed District Regulations 14(2)

A board member may request that the chair call a special meeting, the decision to call the meeting is at the discretion of the chair who may consult with the vice-chair.

Special meetings may also be conducted by email.

VIRTUAL MEETINGS

Meetings of the board will generally be held in the board room of the district office. If it is not possible to hold the meeting at the district office the chair may call a virtual meeting. The chair should notify the district manager at least 5 days in advance of a regularly scheduled meeting if it is to be held virtually. The manager is responsible for determining a suitable virtual meeting platform that all members can access. The agenda and all documents should be sent to the board members at least 48 hours prior to the meeting. Board members should review these documents prior to the meeting and have questions prepared in order to allow the virtual meeting to progress efficiently. Once quorum is present virtual meetings will have the same status as regular meeting and business is conducted in the usual manner.

If a board member would like to attend a regular meeting virtually, they should inform the chair and manager, preferably 24 hours in advance and the manager will arrange an

appropriate platform for the member to attend the meeting and provide all documents to the member in advance of the meeting. It will be noted in the meeting minutes that the member attended virtually but for the purposes of voting and quorum the member will be considered to be in attendance.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.7 Standing and Special Committees	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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STANDING COMMITTEES

The Chair of the Board shall appoint Standing Committees as required by the Board. Standing Committees would normally be appointed for a one-year term at the inaugural meeting each year, or when a seat becomes vacant.

The authority of standing committees may be limited to providing advice and recommendations to the district board, in which case the district board will have the authority and responsibility for all final decisions.

Each committee will have one member who is responsible for reporting back to the district board. Membership on these committees may also include other members of the district board, members of sub district committees, or other individuals the district board considers appropriate.

1) Human Resources Committee

Mandate/Purpose: To serve as a point of contact for the District Manager for personnel happenings, to conduct interviews for the recruitment of the District Manager position upon vacancy, to make hiring recommendations to the Board, to conduct performance reviews for the District Manager position, and put forth compensation recommendations for the District Manager position.

Membership: Should include the Chair of the board and at minimum, 3 additional members of the board or any subdistrict.

2) Policy Committee

Mandate/Purpose: To provide guidance and recommendations in the revision, and adoption of District policies on an as-needed basis.

Membership: Should include at minimum 3 members of board or any subdistrict.

3) Growing Outcomes in Watersheds (GROW) Committee

Mandate/Purpose: To establish local priorities and target areas within the watershed, coordinate funding sources, establish payment rates for eligible activities and project cost-shares based on GROW criteria and established provincial guidelines, determine term lengths for landowner agreements where required, based on GROW eligible activity criteria, help identify landowners in target areas that may be interested in participating in GROW, prioritize and approve local GROW projects brought forward by watershed district staff.

Membership: The GROW Committee must be comprised of 50% producer membership. Each sub district shall appoint one member to the GROW Committee.

4) Infrastructure Committee

Mandate/Purpose: To prioritize projects and establish the infrastructure workplan for the fiscal year.

Membership: The chair of each infrastructure sub district (Lower Cooks Creek, Upper Cooks Creek, Carrs Creek/Lower Seine), and the Chair of the board.

SPECIAL COMMITTEES

Special Committees may be appointed by the board for special assignments or on an ad hoc basis. These Committees shall be appointed by the Chair and shall serve until their assignment is complete or until disbanded by a motion of the Board.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.8 Quorum	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Quorum is reached when the majority of board members are in attendance, meaning greater than 50% of the board.

Seven subdistricts (7) plus one (1) provincial appointee plus one (1) chairperson = nine (9).
Quorum for the board is five (5) members.

The chair will be included in establishing a quorum. The chairperson may only vote in a stalemate, but cannot move or second a resolution or motion.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.9 Motions	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Each motion must be recorded in writing and included in the minutes of the meeting where it was presented.

Each motion must have a recorded mover and seconder before being called for vote by the chair.

Each motion will be read to the board and the board will have an opportunity for discussion prior to the vote being called.

Any board member may make or second a motion. A board member who has made a motion may withdraw the motion with the consent of the seconder.

An amendment may be moved on any motion, and will be decided on before the original motion. No more than one amendment will be considered for a motion. An amendment can only modify the motion, not change the intent of the motion.

A motion may be

- Approved by majority vote
- Postponed to a specific date
- Referred to a committee
- Tabled indefinitely

All members present are required to vote on every motion unless a conflict of interest has been declared. If a member abstains with reason from voting, their abstention does not affect the vote. In the case of a tie vote, the chair will cast the deciding vote.

MOTIONS VIA EMAIL

Resolution:

A motion may be voted on via email in the case where a quorum is not present at an in-person board meeting and the decision cannot wait until the next meeting, or if board approval is required for a decision that cannot wait until the next meeting. The chair will determine if a motion should be voted on via email or deferred to the next meeting.

The e-mail resolution should include the motion, including the mover and the seconder, a timeline within which board members should respond with a yes or no vote will be posted in the message, this will normally be 4 days. Comments and discussion should be submitted prior to the 4 day deadline to vote. If a board member wishes for an extension they should make a request to the chair at least 24 hours prior to the 4 day deadline. All responses should be sent to all members of the board using reply-all. Expenditure limits for electronic resolutions will be limited to \$10,000. The official resolution will be signed at the next board meeting.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.10 Parliament Procedure	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Robert's Rules of Order will be used to conduct the district board and Subdistrict committee meetings.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.11 District Expansion	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The District may consider Boundary expansion:

- If the proposed expansion will be an enhancement to the District.
- If program extension and or expansion can be realized.
- If watershed boundary can be accomplished.
- If the expansion can enhance the District in anyway.

The District must consult with the Watershed Districts and Programs Section with any matters regarding District expansion.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.12 Comment on Proposals to Sub-Divide	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The district provides comments on proposals to subdivide within the district boundaries. The comments are provided to the Community Planning Services and to the municipality. To make the comments as useful as possible, the district will prioritize its comments in the following general order:

- Effect on district drains particularly with respect to new crossings.
- Risk of flooding.
- Location with respect to groundwater pollution hazard areas.
- Conservation of agricultural land.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 1.0 Governance	
Policy 1.13 Delegation Procedure	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Delegations must be pre-arranged with district manager.

Delegate will be informed that presentation will be limited to 15 minutes.

Specific time of presentation will be added to agenda.

Delegate will present their case with background information and must clearly state their concern or request.

A question period by board members for clarification or specific information will follow the initial presentation and be limited to 15 minutes. Board members should not express or discuss opinions at this time but should ask questions for clarification.

The chairperson will inform the delegate of the follow-up process including, who will be involved, and their role.

The board should discuss opinions regarding the presentation and make any decisions regarding requests after the delegation has left the meeting.

SECTION 2: FISCAL

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.1 Budgeting Process	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Based on the recommendations of the Board, the Manager will develop an annual budget, comprised of Tier 1 (Administration, Board Governance and Staff and Expenses), Tier 2 (Watershed Plan Implementation), and Tier 3 (Waterway Infrastructure), in the format provided by the Watershed Districts and Programs. The Board will work within all timelines and requirements set forth by the Watershed Districts and programs section.

The annual budget will consider projects and objectives prioritized by subdistrict recommendations, external funding available, and budget carry over from the previous fiscal year.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.2 Financial Preparation and Approval	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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ANNUAL BUDGET

The watershed district shall operate on an annual budget, which shall include all anticipated revenues and expenditures. The preparation and adoption of the annual budget shall be coordinated with the requirements and timelines identified in the Watershed District Program policies, and the procedure outlined below:

1. Watershed district staff prepare an interim budget for board review.
2. The interim budget is presented to the board for comment, review and approval by resolution before February 28 of each year.
3. Increases in levy requirement, if required, will be provided to all municipalities based on board direction prior to budget submission.
4. The approved interim budget is submitted to Watershed Planning and Programs and member municipalities, as directed by program policies.
5. The approved final budget is prepared and approved in the same manner as outlined above, within 30 days following the annual provincial grant notification.

ANNUAL AUDIT

As part of the annual budget process, the Northeast Red Watershed District shall complete an annual audit at the end of each fiscal year.

The audit will be conducted in accordance with Canadian standard audit procedures for non-profit organizations. The auditors for watershed district will be appointed by the board through a tender process.

General audit requirements that should be specified in letter of tender;

- On-site audit at the Northeast Red Watershed District office
- One PDF file of financial statements, including the management recommendations and audit adjusting entries
- One unbound and two bound copies of audited financial statements

- Presentation of completed financial statements to district board at the June board meeting

Audited financial statements must be approved by board resolution by June 30 and be submitted to the Watershed Planning and Programs Section, as per Watershed District Program policy requirements.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.3 Municipal Notice of Annual Levy	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Watershed district staff will advise all member municipalities of the annual financial levy no later than the last day of February of each year.

The Board will approve the Annual Levy amounts based on an apportionment provided by the Province of Manitoba. The total municipal levy will coincide with the annual Provincial contribution to the Watershed District based on a 3:1 funding model.

The Board may request additional levy dollars from member municipalities in special circumstances. Additional levy dollars are not included in the Provincial funding model.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.4 Petty Cash, Spending Limits and Credit Cards	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The watershed district in day-to-day business must at times expend petty cash for materials, supplies or expenses.

- The board authorizes a petty cash float of \$250.
- All expenditures must be detailed and reported to the board at the regular meetings. The expenditure of petty cash must not conflict with any other financial policy.

Watershed district staff have a spending limit of \$1,000 on a single item. Spending limits are subject to the district's approved annual budget, and must follow the budget guidelines set by the board.

Watershed district Manager and Administrator will each have a credit card limit not exceeding \$5,000.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.5 Signing Authority	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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As a corporate body the watershed district requires two signatures on all legal documents and banking transactions.

At the first board meeting in January of each year, the signing authority shall be approved by resolution. The signing authority shall include the manager, administrator, chairperson, vice-chairperson and one additional board member.

New signatories must be provided to the District's financial institution.

For legal documents the signatures shall be:

- the chairperson of the board, or in their absence the vice-chairperson and the manager or administrator.

For banking transactions, the signatures shall be:

- Approved board member with signing authority, and the administrator or manager.
- E-transfers up to an amount of \$200 for remuneration reimbursement are pre-approved by board resolution.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.6 Banking Services	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The Northeast Red Watershed District funds will be deposited at the Access Credit Union.

- The administrator will have full access and management to the watershed district accounts, financial records and statements.
- The manager may request financial records and statements from the administrator for reporting purposes, but may not make deposits or withdrawals from the accounts, open or close bank or credit card accounts, or change account details.
- In the unlikely event the administrator is unable to fulfil their duties, the manager by board resolution can be granted temporary administrator duties.

The variety and cost of banking services available should be reviewed periodically by the administration and the board and the choice of financial institution should be confirmed or changed by the board.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.7 Financial Records Retention	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

Watershed District Act 32(1) states records shall be maintained in a form satisfactory to the Auditor General.

The following specifies minimum periods for retaining the watershed districts financial records.

Permanently

- Cash receipts and disbursement records
- Annual cash receipts and Disbursements statements
- Financial report signed by the signing officers
- Any legal documents or certificates (investments, etc.)

Seven Years from end of Fiscal Year

- Cancelled cheques and bank statements
- Duplicate deposit slips
- Bank reconciliation
- Vendor's invoices and vouchers attached to cheques
- Other financial summary reports

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.8 Non-Payment for Projects and Levies	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

In the event a municipality or project participant does not pay their agreed to share of a project the Northeast Red Watershed District shall inform the participant that until payment is made they will no longer be eligible for future projects and programs offered by the Northeast Red Watershed District.

In addition, if the Northeast Red Watershed District Board deems it feasible they can authorize the retention of legal council to resolve the matter.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 2.0 Fiscal	
Policy 2.9 Manager Discretion	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

On an occasional basis, an infrastructure project or process may require purchases or expenditures out of sequence with board approval and outside of set program caps. The manager can authorize such expenditures up to an amount of \$10,000 without prior board approval.

Included in this general discretion are activities such as:

- Mowing
- Spraying
- Culvert and Trap Repairs
- Removal of Beavers and Dams
- Silt Bed Removal

Where prudent, the manager may consult with the chair of the subdistrict where the project is occurring.

The manager shall report on discretionary actions taken at the next board meeting.

The manager shall work within the context of provincial water rights licenses and other permits, subject to budget limitations.

SECTION 3: Administrative and Human Resources

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.1 Conflict of Interest	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

A conflict of interest is any situation in which an individual, either for themselves, their dependents, or other person(s) directly related to or associated with the individual, attempts to promote a private or personal interest which results or appears to result in:

- An improper personal material gain or an advantage by virtue of their position
- An interference with the objective exercise of their duties.

Agendas for all board, sub-district and committee meetings shall include a conflict of interest declaration as a third point on the agenda. Board members are required to disclose assets or pecuniary interests relating to matters on that agenda.

In addition to this initial statement a board member is required, whenever the board is about to consider any matter in which the board member has a pecuniary interest, to:

- disclose the interest;
- refrain from attempting to have any influence on the matter; and
- withdraw from the meeting without voting or participating in the discussion of the matter.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.2 Conflict Resolution	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

BOARD AND ADMINISTRATION

In the event of conflict between staff and the Watershed District Board, the Northeast Red Watershed District Board shall request assistance from the Manager.

If this is unsuccessful and the results of requested assistance shows a continued standing issue still exists with staff involved the board shall refer to the Human Resources Committee for investigation and recommendation.

THE WATERSHED DISTRICT AND EXTERNAL PARTIES

In the event of a conflict with a landowner(s), project participant, contractor, local government, organization or the Provincial or Federal Governments the board of the Northeast Red Watershed District shall;

Make all reasonable efforts to resolve the conflict within the policy and mandate of the Watershed District.

If the conflict cannot be resolved at this level the board of the Northeast Red Watershed District shall then seek the advice and counsel of Watershed Planning and Programs for the conflict resolution. The Northeast Red Watershed District will then attempt to use this advice to resolve the conflict.

If the above is not successful, the Board of the Northeast Red District can then ask for recommendations for an independent mediator to help resolve the conflict.

If the above is not successful and is appropriate the Watershed District Board shall take the conflict to a court of law to decide the case, or the Watershed District shall take the conflict to the Watershed Districts Commission for decision.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.3 Code of Conduct	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 5

The Code of Conduct Policy guides the expected behavior and actions of the board, subdistrict members and district staff.

UNACCEPTABLE CONDUCT:

- Rudeness, disrespect or dishonesty
- Intentional avoidance and neglect of duties
- Violation of provincial or federal laws
- Criminal offenses
- Rebellion and defiance
- Stealing
- Bullying
- Intimidation
- Sexual harassment
- Racial discrimination or prejudice
- Introduction of risks to human health and wellness
- Other acts of misconduct

EXPECTATIONS:

1. Impartiality:
Board / subdistrict members and staff:
 - a. Must avoid employment or outside involvement, which reduces, or demonstrates the potential to reduce, the ability to give the watershed district impartial service.
 - b. Should not give preferential treatment to any person or organization in which they have a family, financial or other interest.
 - c. Should not place themselves in a position where they are under obligation to any persons who might benefit from special considerations or favours on their part, or seek in any way to gain special treatment from them.
2. Integrity:
 - a. Board / subdistrict members and staff must behave with integrity related to the management of their public and private affairs so as not to, or appear to, personally benefit from information acquired during the course of their official duties, where that information is not publicly available.

3. Confidentiality:
Board / subdistrict members and staff:
 - a. Should not divulge confidential or restricted information, which they have acquired during the course of their official duties, unless authorized for public distribution by the board.
4. Respectful Workplace:
 - a. Board / subdistrict members and staff will provide a workplace environment that is supportive of respect, dignity, self-esteem and productivity, and is free of all forms of harassment. Harassment can include: taunting, bullying, insulting, gesturing or practical jokes, sexual suggestions or advancements, offensive pictures or material, refusal to converse and work with another employee or Board / subdistrict member based on the above-noted grounds, and unwelcome inquiries about a person's private life, physical disability, gender, appearance, ancestry, religious beliefs, or marital status.
 - b. This policy does not limit the employer's right to manage employees through the scheduling of performance reviews and evaluations, assignment of work, corrective actions and/or necessary and justified disciplinary measures.
 - c. This policy is not intended to discourage or prevent a member or employee from exercising any legal right, including filing a complaint with the Manitoba Human Rights Commission, reporting unsafe working conditions through Workplace Safety and Health, or contacting the appropriate authorities.
 - d. Board / subdistrict members or staff who believe they have been the subject of any kind of harassment have a responsibility to make an objection clearly known to the offender and the Board Chair.
5. Disclosure of Criminal Charges:
 - a. When a board / subdistrict member or staff receives criminal charges, they are required to disclose the occurrence to the Board Chair.
 - b. If the Board Chair becomes aware of information about a criminal charge from a board / subdistrict member or staff, they must immediately bring the information to the main Board for an in-camera discussion and decision on how to respond. The Board will determine if the offense has created a real or perceived impact on the district, and/or if it seriously compromises the ability of the offender to continue in their role with the district.
6. Social Events:
 - a. Board / subdistrict members and staff may represent the district, under authority of the board, at lunch or dinner meetings, workshops, conferences, tours, or other social events as part of their duties and must conduct themselves in line with the Code of Conduct Policy and in a manner that reflects positively on the district.

PROCEDURES:

1. Any person that witnesses, or becomes aware of, an incident where a board / subdistrict member or staff has violated the Code of Conduct Policy shall, as deemed appropriate, report the incident to the Board Chair.
2. Board / subdistrict members or staff found in contravention of the Code of Conduct policy shall be subject to disciplinary action consistent with the severity of the infraction, as determined by the Board.
3. The Board Chair is required to review any questions that arise about the application of this policy, and share this information with the Districts Policy Committee and/or Board.

CONDUCT OF EMPLOYEES

1. Employees are expected to act in a mature and responsible way at all times. To avoid any possible confusion, some examples of unacceptable activities are listed here. These are general guidelines and may not include specific activities that would be considered unacceptable. Avoidance of unacceptable activities will be to the employee's benefit as well as the benefit of the district. If clarification of unacceptable activities is required the Employee Authority should be consulted.
 - a. Occurrences of any of the following violations, because of their seriousness, may provide grounds for immediate dismissal without warning:
 - Willful violation of security or safety rules or failure to observe safety rules or NRWD safety practices; failure to wear required safety equipment; tampering with NRWD equipment or safety equipment.
 - Negligence or careless action which endangers the life or safety of another person.
 - Being intoxicated or under the influence of controlled substance while at work; use or possession or sale of controlled substances in any quantity while on company premises except medications prescribed by a physician, which to not impair work performance.
 - Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property while on duty.
 - Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing the District; fighting or provoking a fight on company property.
 - Insubordination or refusing to obey instructions with respect to performing duties in a diligent manner.
 - Threatening, intimidating or coercing fellow employees at any time, for any purpose.
 - Engaging in any act of sabotage, willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
 - Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
 - Willful falsification or misrepresentation on one's application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the district; alteration of company records or his/her company documents.
 - Violating the non-disclosure agreement; giving confidential or proprietary district information to competitors or other organizations or to unauthorized district employees; breach of confidentiality of personnel information.
 - Interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
 - Immoral conduct or indecency on company property.\
 - b. Occurrences of any of the following activities, as well as violations of any other NRWD rules or policies, may be subject to disciplinary action, including possible immediate dismissal.
 - Any act of harassment – sexual, racial, or any other.

- Unsatisfactory or careless work; failure to meet production or quality standards as explained by management; mistakes due to carelessness or failure to obtain necessary instructions.
- Leaving work early or arriving at work late without the approval of management; failure to report an absence or late arrival, excessive absence or lateness.
- Sleeping on the job, or loitering and loafing during work hours.
- Obscene or abusive language, indifference, rudeness, or disorderly/antagonistic conduct towards managers, employees, or customers.
- Unauthorized use, speeding or careless driving of company vehicles.
- Failure to immediately report an accident involving injury.
- Failure to immediately report damage to, or an accident involving company equipment.

EMPLOYEE DISCIPLINARY ACTIONS

1. The disciplinary process for any of the above mentioned or other violations will follow the following three-step process. In some instances, the severity of the offence may justify the omission of one or more of the steps.

a. Step 1 – Oral Discussion

The Manager will meet with the employee to discuss the problem, making sure the employee understands the nature of the violation and the expected improvement required within 30 days. The discussion will be recorded in a memo identifying date and subject of violation and be placed in the employee's personnel file where it will remain in effect for up to one year. The Manager has the option to engage the Human Resources Committee for assistance with the problem.

b. Step 2 – Written Reminder with possible Suspension

If employee performance does not improve within the 30-day period, the Manager and/or Human Resource Committee will again meet with the employee to discuss performance. The discussion will involve the seriousness of the violation and the immediate need for remedial actions by the employee. A second written memo summarizing the discussion, acknowledged by signatures from the employee and the Manager and/or Human Resource Committee will be placed in the employee's personnel file and will remain in effect for up to one year. Depending on the seriousness of the violation, the employee may be placed on a 1-3 day unpaid suspension. After the suspension, the employee will be allowed to return to work with the understanding that if a positive change in behavior or attitude does not occur, or if a similar disciplinary problem occurs within one month of the suspension, the employee will be terminated.

c. Step 3 – Termination

If employee performance does not improve after the written reminder or suspension, or if the employee is again in violation of the same district practice, rule or standard of conduct, the employee will be subject to termination.

d. Step 4 - Disciplinary Review Deactivation

If no further performance problems occur during the active period defined in each step, the discipline procedure will be formally deactivated at the end of the

appropriate time period. A written memo will be placed in the employee's personnel file stating the inactive status of the disciplinary review with copies to the employee and the NRW Human Resource Committee.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.4 Remuneration	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The board will compensate board and subdistrict members for services provided while on district business (scheduled board meetings, sub-district meetings, committee meetings) approved by the board.

- Members will not be compensated for actions or work that has not been approved by the board.
- Members attending additional meetings will be compensated (i.e. conventions/workshops/provincial committees) as approved by the board.
- Councillors of Rural Municipalities will not be compensated for services provided.

REMUNERATION RATES

Remuneration rates are approved through resolution and will be reviewed annually.

- Remuneration rates for meals (including gratuities and taxes):
 - To value of receipts up to a maximum of \$30 (breakfast); \$40 (lunch); \$50 (dinner)
- Accommodation rates shall be at a usual and reasonable rate.
- Current hourly remuneration rates are \$25 per hour.
- Conference attendance pre-authorized by the board will be paid out at a half day rate of \$100 and a full day rate of \$200. Half days are defined as any amount worked up to 4 hours.
- Mileage rates shall be remunerated as set out in Manitoba's General Manual of Administration.
- Allowances must exclude alcohol.

Additional expenses for business not listed above, require board approval.

RECOVERY PROCESS

- Board and sub-district members require pre-approval by resolution for expenses to be reimbursed.
- Expenses which require receipts:
 - Hotel
 - Parking
 - Travel other than mileage

- Other: to value of receipt only, to be considered on a case-by-case basis, at the discretion of the board
- Expense reimbursement form must be submitted to the Administrator within 30 days of the eligible expense.
- Expense reimbursement period:
 - Expense reimbursement to be issued on a quarterly basis at the end of the month (March, June, September, December)
 - Expense forms must be received within 30 days of the end of the quarter to be reimbursed within that quarter
 - All Board expenses pertaining to the current fiscal year must be submitted by June 30th, or expenses may not be compensated
 - Expense reimbursements less than \$100 may be made by electronic funds transfer

Expense Reimbursement Date	Deadline to Submit Expense Form
March 31	March 1
June 30	June 1
September 30	September 1
December 31	December 1

T4A slips must be complete for members earning more than the minimum as set out by Revenue Canada in the “Employers Guide to Payroll Deductions”. These calculations apply only to honorariums and wages not expenses.

MAW BOARD REPRESENTATIVE

The District will pay for MAW Board members, where the Board member is not a Councillor of a Rural Municipality, to attend the MAW AGM and the annual Manitoba Watersheds Conference, with the exception of the MAW Board Chair and Conference Chair.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.5 Office Hours	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The Northeast Red Watershed District is to maintain an office that is open to serve the public on a regular basis.

The Northeast Red Watershed Districts general office hours are;

Monday through Friday – 8:30 a.m. to 4:30 p.m.

Saturday and Sunday- Will not be open for regular business.

The business office shall be closed during any recognized holidays, or if staff are not available.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.6 Office Security	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The Northeast Red Watershed District Office contains valuable assets and confidential information and is expected to ensure the security of these assets.

Only the following members may have keys and/or electronic security access to the Northeast Red Watershed District Office:

- Manager
- Administrator
- Program Coordinator
- Board Chair
- Cleaner

Only the following members may have access to the program files of the Northeast Red Watershed District:

- Manager
- Administrator
- Program Coordinator

Personnel files access shall be controlled by the acting District Manager.

The District Manager of the Northeast Red Watershed District is tasked with maintaining security with regards to keys. The District Manager and/or delegate of the Northeast Red Watershed District are tasked with maintaining file security.

The board also recognizes the danger of electronic theft of files and computer sabotage. All computers will be password protected by the registered users.

Fixtures and electronic devices owned by the Northeast Red Watershed District remain the property of the Northeast Red Watershed District.

Backup of all digital files will be stored on premises in a fireproof safe.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.7 Accessibility	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The Northeast Red Watershed District will strive to accommodate all accessibility needs of its board members, sub-district members, staff, and members of the public at its office. Our policies, practices, and measures reflect the principles of dignity, independence, integration, and equal opportunity for people with disabilities.

If a barrier to accessing our services cannot be removed, we seek to provide alternate ways to access the services.

This policy applies to all our employees, board members, and members of the public. This policy is adapted from the Manitoba Government's Accessibility Standard for Customer Service requirements.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.8 Hiring Processes	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 2

RECRUITMENT / APPOINTMENT OF DISTRICT MANAGER

The board within its means will seek out and secure the best qualified candidates to fill the District Manager position.

Notice will be placed in public media, such as newspapers, job posting locations, internet, etc. and the Human Resources Committee will conduct interviews. All candidates selected for interviews will be notified of the interview results as soon as possible. The Human Resources Committee will provide a recommendation to the board for approval.

Orientation of the District Manager will be organized by the board members, and by Watershed Planning and Programs of Manitoba Environment and Climate Change.

RECRUITMENT / HIRING OF EMPLOYEES

The District Manager, following board approval, will seek out and secure the best qualified candidates to fill vacant or new positions. In this endeavour, hiring will be consistent with Manitoba's Human Rights Code.

Notice will be placed in public media, such as newspapers, job posting locations, internet, etc. and the District Manager will conduct interviews. All candidates selected for interviews will be notified of the interview results as soon as possible.

The successful applicant will be requested to sign the appropriate NRWD Employment Agreement, agreeing to the salary and benefits offered and specifying a starting date.

Orientation of new employees will be organized by the District Manager. This will be given priority, especially during the probationary period.

HIRING RECORD RETENTION

All hiring process documents shall be retained by the District for a minimum of six months.

SALARIES

The Human Resource Committee will recommend salaries to the board. Pay periods shall be bi-weekly.

CRIMINAL RECORDS CHECK

Northeast Red Watershed District works in partnership with schools, school divisions, and other children's education groups causing the district employees to at times work closely with children. As such, all employees may be asked to undertake Criminal Record, Vulnerable Persons, and Child Abuse Registry background checks. Any and all records checks will be held in confidence in the employee's personnel file unless requested by a school, school division or other children's education group as proof of eligibility to work with children. NRWD will cover the costs associated with these background checks.

PROBATIONARY PERIOD

The first ninety days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.9 Job Descriptions	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District Manager job description shall be maintained by the board. All other staff job descriptions shall be maintained by the District Manager.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.10 Staff Evaluations	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Evaluations are key to the development of administration and staff and will follow Manitoba Employment Standards.

All employees will receive formal performance evaluations prior to the completion of their probationary period, and annually thereafter.

The Board of Directors with the assistance of the Human Resources Committee shall evaluate the District Manager annually before the beginning of the next fiscal year.

The District Manager shall evaluate all remaining staff annually before the beginning of the next fiscal year.

Evaluations shall be kept in the personnel files.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.11 Professional Development	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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The Board recognizes the necessity of ongoing development for staff and Board members. Request for leave to attend conferences, workshops, seminars, and training courses shall be encouraged, dealt with on an individual basis, and potentially cost shared. Any staff development must be approved by the Board with a resolution.

For employees that do not complete the training and development as agreed upon, any and all expenses and incidentals shall not be reimbursed.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.12 Overtime	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 2

GENERAL

The nature of the District administration will require that at times overtime will be necessary to carry out normal business. These time periods can be seasonal or occur during any month.

Standard hours of work for salaried employees are eight (8) hours in a day and forty (40) hours in a week, unless otherwise stipulated by contract terms. The days and hours worked are to be set by the District Manager but will typically be during regular business hours, 8:30am – 4:30pm Monday to Friday. Employees are expected to be available during a paid lunch half hour. Northeast Red Watershed District employees are permitted to work from home subject to pre-approval by the District Manager.

COMPENSATION

As per Manitoba Employment Standards, overtime will be banked and reimbursed to staff as per contract.

BANKING OVERTIME

Overtime will not be carried over into the new fiscal year unless approved by the District Manager. Banked overtime earned by the District Manager will be approved by the Board.

BANKED TIME IN LIEU OF OVERTIME

All full-time employees shall be granted banked time or flexible time in lieu of pay for hours worked outside of normal working hours. Banked hours must be recorded on time sheets and must be approved by District Manager. All banked hours accrued between Jan. 1 and Dec. 31 are required to be utilized prior to March 31 annually.

Overtime hours will be banked according to following schedule:

Regular Hours per work week = 40

OT Hrs. >40 per week = Banked at 1.5 x Regular Time

Part-time, and casual employees' regular work hours will be as per contract or employee agreement.

All part-time, and casual employees shall be paid overtime wages at the rate of 1.5% of regular wages for all overtime hours worked (Hrs. >40 per week or >8 hours per day).

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.13 Staff Meal and Travel Expenses	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

Travel status is defined as being away from the usual workplace for more than four (4) hours.

MEAL EXPENSES

Staff will be reimbursed for expenses for meals, mileage etc. while on travel status to value of the receipt up to a maximum of (including gratuities and taxes):

- Meal reimbursement rates: \$30 (breakfast); \$40 (lunch); \$50 (dinner).
- Alcohol will not be included in meal expenses.

Staff may use Company Credit Card to pay for meals if they are part of conducting business.

All meal and mileage expenses are subject to approval by the board.

TRAVEL EXPENSES

Employees shall be reimbursed for expenses incurred while doing business on behalf of the district, at rates approved by the board. Receipts must be provided for accommodations, meals and other major expenses.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.14 Respectful Workplace	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 3

A respectful workplace requires the cooperation and support of each and every member and employee. Members and employees must set a positive example and avoid behaving disrespectfully, including behaviour that would reasonably offend, intimidate, embarrass or humiliate others, whether deliberately or unintentionally. Disrespectful behaviour, sexual harassment, harassment and/or bullying will not be tolerated.

Any member or employee who experiences or witnesses' behaviour in violation of this policy is encouraged to address it using the process outlined in this policy. More serious forms of inappropriate behaviour (e.g. sexual harassment, harassment/bullying and/or workplace violence) should be reported immediately to an appropriate reporting contact.

This policy is not intended to discourage or prevent a member or employee from exercising any legal right, including filing a complaint with the Manitoba Human Rights Commission, reporting unsafe working conditions through Workplace Safety and Health, or contacting the appropriate authorities.

This policy does not limit the employer's right to manage. Performance reviews, work assignment and evaluation, and disciplinary measures taken by the employer for any valid reason do not constitute disrespectful behaviour, sexual harassment, harassment and/or bullying.

POLICY: Every board or Subdistrict member and staff member is entitled to work in an environment that is respectful and free of all forms of harassment, including sexual harassment and bullying.

STANDARDS:

1. The District board will provide a workplace that is supportive of the productivity, dignity and self-esteem of every board member, Subdistrict member and employee.
2. Harassment in the workplace is unwelcome conduct that is deliberate and offensive in nature.

3. Harassment based on race, religious beliefs, colour, gender, physical disability, mental disability, marital status, age, ancestry or place of origin is not acceptable conduct.
4. Workplace harassment is unwanted, offensive, degrading, inappropriate, threatening and illegal. Harassment can include: taunting, bullying, insulting, gesturing or practical jokes, offensive pictures or materials, refusing to converse or work with an employee or another Board member based on the above-noted grounds, as well as unwelcome inquiries about a person's private life or physical appearance.
5. Sexual harassment is a form of workplace harassment. Sexual harassment is deliberate, unsolicited and unreciprocated behaviour that is generally comprised of offensive sexual comments, gestures or physical contact, either on a one-time basis, or in a continuous series of incidents. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment, tenancy or receipt of service, or
 - b. submission to or rejection of such conduct by an individual demonstrably affects that individual's employment, tenancy or receipt of service.
6. Board or Subdistrict members and staff who believe they have been the subject of any kind of harassment have a responsibility to make an objection clearly known to the offender and the Human Resources Committee.
7. Members and employees are not required to make a formal complaint. However, supervisors are obligated to address an issue they have been made aware of if necessary to maintain a harassment-free workplace for all employees. If a supervisor observes or is advised of more serious forms of inappropriate behaviour (e.g. sexual harassment, harassment/bullying and/or workplace violence), they must not wait until a formal complaint is made to address it; rather, they have a responsibility to address it immediately. This pertains to concerns involving another member or employee, staff, a contractor, and/or a client (e.g. the public).

PROCEDURES:

This policy outlines three steps in addressing inappropriate behaviour. To support these steps, the following tools have been developed for Manitoba Government employees and supervisors, and shall be applicable to Watershed District board or Subdistrict members and staff:

- Overview of the Resolution Process for Addressing Inappropriate Behaviour
- Reporting Contacts and Post-Incident Supports

Step 1: Assessing the Options Available - There are a number of reporting options and post-incident supports as linked above that employees can access when they have experienced inappropriate behaviour. These options are available so Watershed District board or Subdistrict members and staff can feel more comfortable coming forward and raising concerns to ensure that inappropriate behaviour stops.

Step 2: Addressing Inappropriate Behaviour - For less severe forms of inappropriate behaviour (e.g. disrespect), Watershed District board or Subdistrict members and staff should first consider whether they can resolve the matter informally (e.g. speaking to the other person, or seeking the advice or support of a supervisor or other post-incident supports). If a Watershed District board or Subdistrict members and staff is not comfortable addressing the situation informally,

or for more severe forms of inappropriate behaviour (e.g. harassment, sexual harassment and/or workplace violence), they should report the incident to the Human Resources Committee.

Step 3: Ensuring Workplace Restoration - After a situation involving inappropriate behaviour has been addressed, supervisors are responsible to ensure there are measures in place to maintain respect in the workplace.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.15 Vehicle Use	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 3

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of WD owned vehicles. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

DRIVER GUIDELINES AND REPORTING REQUIREMENTS

1. Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
2. Any employee who has a driver's license revoked or suspended shall immediately notify the NRWD board and immediately discontinue operation of WD vehicles. Failure to do so may result in disciplinary action, including termination of employment.
3. All accidents in company vehicles, regardless of severity, must be reported to the board.
4. All ticket violations received during the operation of a NRWD vehicle must be reported to the board as soon as the driver is made aware of the violation.

DRIVER CRITERIA AND ADMINISTRATION

Employees must have a valid and current driver's license to operate a NRWD vehicle. Employees are expected to drive in a safe and responsible manner while operating NRWD-owned vehicles.

DRIVER SAFETY RULES

1. The use of a NRWD vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Cell phone use while driving is forbidden, unless authorized Bluetooth services are provided.
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

4. All drivers and passengers operating or riding in a company vehicle must wear seat belts.
5. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

ACCIDENT PROCEDURES

1. In an attempt to minimize the results of an accident, the driver must obtain all pertinent information and report it accurately following an accident.
2. Call for medical aid if necessary.
3. Call the police if necessary. All accidents, regardless of severity, must be reported to the police.
4. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
5. Do not discuss the accident with anyone at the scene except the police.
6. Provide the other party with your name, address, driver's license number, and insurance information.
7. Immediately report the accident to the NRWD board chair.
8. All accidents must be reported to Manitoba Public Insurance.

VEHICLE MAINTENANCE

1. Proper vehicle maintenance is a basic element of any vehicle safety program, not only to ensure a safe, road-worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.
2. Routine inspections should be conducted regularly, according to vehicle manual standards.
3. The vehicle must be cleaned (interior and exterior) regularly for maintenance purposes.
4. All maintenance performed is to be recorded in the vehicle inspection reports in the vehicle and then added to the vehicle maintenance file.

PERSONAL USE, PASSENGERS, AND AUTHORIZED DRIVERS OF COMPANY VEHICLES

Company vehicles are to be driven by authorized employees and board members only, or in case of repair testing, by a mechanic. Spouses, other family members, or other non-employees, are *not* authorized to drive WD vehicles.

1. Mileage driven on personal business must be tracked separately within the NRWD vehicle mileage sheet. Logging mileage will be completed daily, indicating per trip mileage, business and personal mileage use, purpose, etc. A copy of the report will be shared with the board monthly for review.
2. Restricted, need-based use, to run errands and other limited personal business may be done during the work day and on the way to and from work. Company vehicles will *not* be used outside of regular working hours, on weekends or holidays for personal use without *prior* authorization, and will be approved only on a case-by-case basis by board or chair approval.
3. All drivers of NRWD vehicles are directly responsible for accurately and completely recording all distance incurred and need to be cognizant that the information they provide must be correct and must accurately reflect segregation between business and personal use. Should the distance reports be challenged by Canada Revenue Agency during an investigation, it is the driver who will be held accountable for

- verifying all information provided, as their questions and information requirements relate to a personal income tax issue.
4. The NRWD board will review the mileage reports, checking for reasonableness, division of business versus personal mileage, and signatures. For audit purposes, the administrator will also maintain a listing file of personal mileage reported by each employee.

Mileage driven in a company vehicle on personal business must be tracked separately for income tax purposes. Personal mileage is logged monthly by employees in the vehicle mileage sheets. The administrator will track all personal mileage and request payments for personal mileage on a quarterly basis. Payments will be made to the Northeast Red Watershed District in the form of a cheque.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.16 Theft and Misappropriation	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

Theft of monies or assets of the Watershed District is a serious offence for a board member or staff member to engage in. When a theft is reported or alleged the board shall inform the Royal Canadian Mounted Police and request an investigation. In the event the individual is found guilty by a court of law of the offence they shall be dismissed or terminated from the Watershed District.

If an employee is found to be guilty of theft against the district they may be dismissed without following the termination of employment policy. The board and staff still must follow all laws in regards to employee termination.

This policy includes the misuse or theft of:

- Credit
- Credit cards
- Watershed District property

If an employee is found to be innocent, then retroactive pay applies.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.17 Staff Benefits and Vacation	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 4

Staff benefits and vacation are determined by the board. The administrator will maintain a file of the benefits package for all staff and will notify them of such.

Provisions of Northeast Red Watershed District (NRWD) contained in these guidelines will be reviewed by the Human Resource Committee and staff, and may be altered if necessary, to keep up to date with the guidelines set in the Manitoba Employment Standards Act.

Staff benefits shall be reviewed at least once a year by the board in accordance with both parties.

Holiday time/pay will be based on a calendar year; therefore, cut-off date used to determine holidays earned for the upcoming year, for all employees, will be December 31 of the year that said employee commences work with the district.

HOLIDAYS

All employees shall observe all statutory holidays and select civic holidays recognized by legislation as days off with pay. Employees who work on the statutory holiday will be paid according to provincial legislation.

HOLIDAY OFFICE CLOSURE

The District office will be closed from December 24 to January 1, during which Employee salaries will be paid as normal. Employees are not required to report to work or use holiday pay during the office closure.

ANNUAL VACATION FOR PERMANENT EMPLOYEES

Vacation time is stated in employment agreements and follows at minimum the applicable provincial employment standards legislation.

Employees begin accruing vacation from their first day of work.

Northeast Red Watershed District's vacation year is from January 1st to December 31st.

Vacation Time and Pay:

Years Worked	Vacation
0 – 2	2 weeks (10 days) per year
3 – 5	3 weeks (15 days) per year
6 – 10	4 weeks (20 days) per year
11- 20	5 weeks (25 days) per year
21+	6 weeks (30 days) per year

VACATION SCHEDULING

Vacation schedules are subject to the approval of the employee's immediate supervisor, with final approval being required from the District Manager. Vacation time must be requested well in advance to allow for proper planning, particularly where duration in excess of two weeks is involved. No more than two consecutive weeks of vacation may be taken by an employee between May 1 and October 1 unless approved by the board.

Final decisions will be made based on seniority and operational requirements.

An accurate vacation record will need to be maintained of all vacation leave time taken.

A maximum of 5 vacation days may be carried over to the next year with prior approval by the Manager. Or in the case of the Manager, approval by the Chair of the Board of Directors.

LONG TERM SERVICE PAY

When a permanent employee retires or resigns honorably, and has completed at least 10 years of service they will be entitled to the equivalent 0.5% (1/2 percent) of current gross salary, for every full year of service. Bonus will be paid out in a lump sum.

PENSION, DISABILITY

Pension and long term disability insurance is available for all eligible employees following a 90-day probationary period, through the Manitoba Municipal Employees Benefits Program on a cost-shared basis as outlined the MEBP guidelines. Disability insurance will be 100% employee contribution.

MEDICAL / DENTAL INSURANCE

Medical/dental coverage is available for all eligible employees following a 90-day probationary period through the benefits administrator. The employer and the employee will cost share this equally. Should an employee wish to enroll prior to completion of the probationary period, board approval will be required.

RETIREMENT

Any employee may retire from employment at a time mutually agreeable to the executive board and the employee. The employee may qualify for a retirement pension through Municipal Employee Benefits Board (MEBP).

SICK LEAVE

Full-time and Term Employees

Paid sick leave will accumulate at the rate of one day per month during the first four years of service, up to a maximum of 90 days. If the employee is absent from work

for three days or more, a medical certificate may be required, at the discretion of the employing authority.

Part-Time Employees

Paid sick leave will accumulate at the rate of one and one-half days per 140 hours worked during the first four years of service and two days a month thereafter up to a maximum of 30 days. If the employee is absent from work for three days or more, a medical certificate may be required, at the discretion of the employing authority. Employees must work a minimum of 30 hours in a month to be considered part-time.

Seasonal Employees

Paid sick leave will accumulate at the rate of one day per 140 hours worked to a maximum of 12 days.

Any accumulated sick leave, upon resignation or retirement will not be paid out to the employee.

Long Term Disability

In the event of an illness or injury requiring more sick days than the employee has accrued, additional sick days may be granted at the board's discretion, for the purpose of bridging the gap until long term disability insurance can be accessed.

FAMILY LEAVE

All employees are eligible to utilize up to 2.5 hours per month or 4.5 days per calendar year, of family leave with pay, as approved by the Human Resource Committee. Un-used family leave time will not be transferrable to subsequent years or paid out when leaving or retiring.

COMPASSIONATE LEAVE

The employer herewith agrees that should an employee require compassionate leave for personal reasons, when requested such leave shall be granted as follows:

Death or fatal illness of a spouse, father, mother, son, daughter, brother, sister: up to five (5) days of leave to be granted with pay without jeopardizing employment. Death or fatal illness of a mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother or grandfather: up to three (3) days of leave to be granted with pay without jeopardizing employment.

Upon notification of the board, an employee's request for up to one (1) day leave of absence or part thereof, in the event of death of a close relative or personal friend will not result in loss of pay.

In the case of an emergency illness of a family member listed above an employee shall be granted a leave of absence with pay to a maximum of three (3) days to be charged against the employee's sick leave credits. The employee may request that the employer grant an additional leave of absence with pay to be charged against the employee's sick leave credits and the employer may at its discretion grant such additional leave of absence. If the employee has no sick leave credits, the leave of absence shall be unpaid.

MATERNITY/PARENTAL LEAVE

Policy will follow as directed in the Manitoba Employments Standards Act.

COURT LEAVE

An employee who is summoned for jury duty, or who receives a summons or subpoena to appear as a witness in a court proceeding not occasioned by the employee's private affairs, shall be granted a leave of absence with pay during the required period.

OTHER LEAVE NOT MENTIONED

For any other leave, either paid or unpaid, that is not mentioned or covered; this document refers to the guidelines set in the Manitoba Employment Standards Act, or at the discretion of the Board.

SEVERANCE/TERMINATION PAY

Policy will follow Manitoba Employment Standards Act.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.18 Abuse and Molestation	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 5

PURPOSE

The District is committed to an environment free from abuse. The purpose of this policy is to stress the importance of that commitment by outlining how the District will work to prevent abuse and how abuse or suspected abuse can be reported and addressed by the District.

APPLICATION

This policy applies to District Representatives and requires Districts and their District Representatives to address any instances of abuse in accordance with this policy. To the extent that there are district-related enterprises such as community centres, friendship centres, and other operations that may interact with children, youth or vulnerable persons, the district is committed to providing those enterprises with the abuse policy, directing the enterprises to abide by it, including reporting requirements set out herein.

ZERO TOLERANCE STATEMENT

The District has zero tolerance for any type of Abuse or Molestation, as defined below.

KEY DEFINITIONS

District Representative is defined as:

- a. Any employee of the District
- b. Any volunteer conducting authorized business on behalf of or representing the District.

Child is defined as anyone under the age of majority, which in Manitoba is 18 years old.

Vulnerable Person is defined as a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent, is in need of assistance to meet his or her basic needs, or is otherwise at a greater risk than the

general population of being harmed by persons in a position of authority or trust relative to him or her.

FORMS OF ABUSE

The forms of abuse referred to in this policy are defined so that all individuals bound by this policy have a clear understanding of the behaviours that will not be tolerated and of the behaviours that must be appropriately reported.

Abuse or Molestation means any act or threat involving molestation, harassment, corporal punishment, or any other form of physical, sexual or mental abuse or mistreatment, and includes the following:

- A person commits an assault when, without the consent of another person, they apply force intentionally to the other person, directly or indirectly, or attempts or threatens, by an act or a gesture, to apply force to the other person, or causes that other person to believe on reasonable grounds that there is present ability to affect that purpose. Assault is a criminal offence under The Criminal Code of Canada;
- Sexual assault is one form of sexual violence. It involves any unwanted sexual activity. Sexual assault happens when someone touches another person in a sexual manner without their consent, or when someone makes another person take part in a sexual activity with them without that person's consent. It includes unwanted kissing and sexual touching. Sexual assault is a criminal offence under The Criminal Code of Canada;
- Abuse of a child means any act or omission by any person where the act or omission results in:
 - physical injury to the child,
 - emotional disability of a permanent nature in the child or is likely to result in such a disability, or
 - sexual exploitation of the child with or without the child's consent;

Where a person has information that leads the person reasonably to believe that a Child is or might need of protection (including where the Child is abused or is in danger of being abused and where the Child is likely to suffer harm or injury due to child pornography), every person is required, by The Child and Family Services Act, to forthwith report the information to a child and family service agency or a parent or guardian of the Child;

- Verbal Abuse is defined as but not limited to, humiliating remarks, name-calling, swearing at taunting, teasing, continual put-downs. The use of harsh words, abuse of trust, embarrassing people in public, and threatening in the form of words;

- Psychological Abuse is defined as, but not limited to, communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation;
- Neglect is defined as, but not limited to, any behaviour that leads to a failure to provide services which are necessary, such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status, and refusing or withdrawing physical or emotional support. Neglect may include the failure to provide sufficient supervision, nourishment, or medical care, or the failure to fulfill other needs for which the victim cannot provide themselves;
- Harassment is defined as, but not limited to, any unwanted physical or verbal conduct that demeans, humiliates, or embarrasses a person, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures, or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

GOVERNING LEGISLATION

This policy references the applicable legislation that gives grounds to the entity's abuse policy, including:

- Municipal Act, CCSM c. M225, Sections 82, 83 and 127
- Child and Family Services Act, CCSM c. C80, including sections 17 and 18
- Criminal Code of Canada, RSC 1985, c C-46
- Freedom of Information and Protection of Privacy Act, CCSM c. F175
- Freedom of Personal Health Information Act, CCSM c. P33.5
- Personal Information Protection of Electronic Documents Act, SC 2000, c. 5
- Vulnerable Persons Living with a Mental Disability Act, SM 2021, c2.6, s.47

ABUSE REPORTING PROCEDURES

The District must appoint, by resolution, one or more Designated Representatives to receive reports of Abuse or Molestation from District Representatives. For the Northeast Red Watershed District, the Designated Representative is the Manager or the HR Committee. Where a District Representative observes, becomes aware of, or receives a report of Abuse or Molestation, that District Representative must make a report to a Designated Representative, providing as much information as available. The District Representative to whom the allegation was made should record pertinent information to allow for proper follow up, i.e. Names or identities of those involved, when the event(s) occurred, names of anyone who may have seen anything, as well as any other information offered by the child as part of the disclosure. It is important that the District Representative does not ask probing questions or seek out more information. These are questions that will be asked by Police or Child Protection specialists, are part of a further investigation, and should be asked only by trained professionals.

Following receipt of the report, the Designated Representative must gather any other relevant information and promptly report the Abuse or Molestation to Western Financial Group (hereunder referred to as The Program Administrator) if involving a District Representative in addition to other official agencies if warranted.

Where the District Representative receives report of Abuse of a Child or a Child in need of protection, the District Representative must also immediately report to All Nations Coordinated Response Network (ANCR), and/or parent or guardian of the Child.

District and Designated Representatives must respond to such reports in a non-judgmental, supportive, and comforting manner. The District Representative must also explain that what was disclosed will have to be reported to others who will assist in keeping them safe, including their parents/guardian and/or the Police.

If a vulnerable person over the age of 18 makes a disclosure, then the District Representative to whom the allegation was made should record pertinent information to allow for proper follow-up, i.e. Names or identities of those involved, when the event(s) occurred, names of anyone who may have seen anything, as well as any other information offered by the person as part of the disclosure. It is important that the District Representative does not ask probing questions or seek out more information. These are questions that will be asked by Police or Adult Abuse specialists, are part of a further investigation, and should be asked only by trained professionals.

The District Representative must make a report to the Designated Representative. Should a District Representative be identified as part of the allegation, the Designated Representative will gather any other relevant information and will promptly report the Abuse or Molestation to the Program Administrator. The Designated Representative would then contact identified supports for the Vulnerable person (If applicable), which could include their guardian/care provider/support organization (if known), Community Living disABILITY service (if applicable), or the Vulnerable Persons Commission (if applicable). Police should only be called if the vulnerable person agrees or is requested by any of the aforementioned parties. Vulnerable persons without regular community supports should be encouraged to contact Police directly.

District and Designated Representatives must respond to such reports in a non-judgmental, supportive, and comforting manner, but must also explain that what was disclosed will have to be reported to others who will assist in keeping them safe, including their guardian, care provider, or Community Living Disability Services Worker (if applicable), or Police.

SCREENING

The District will regularly monitor those individuals who have access to or interact with Children and/or Vulnerable Population members. This will include adherence to the District's Hiring Process Policy 3.8 which includes:

- Criminal record check with a Vulnerable persons check
- Child Abuse Registry Check
- Adult Abuse Registry Check

Screening may take place upon initial employment, and be updated as required. Volunteers are required to complete the declaration included on the Volunteer Registration Form.

INVESTIGATIVE AND DISCIPLINARY PROCEDURES

A report of Abuse or Molestation to the Designated Representative that involves a District Representative should result in an employment investigation and determine if disciplinary action is appropriate. The results of the investigation will be given to the Program Administrator.

It is expected that District Representatives will cooperate and participate as requested in any investigation conducted by Police, Child Welfare, or Adult Welfare organizations.

TRAINING

The District will provide training to all staff that includes safety and engagement of "Child" and "Vulnerable Population" as defined above.

Resources are available from the Province of Manitoba and other sources. Some helpful sites are listed below. They are not exclusive:

- Province of Manitoba | fs - Reporting of child Protection and Child Abuse (gov.mb.ca)
- Province of Manitoba | fs - Child Abuse Registry (gov.mb.ca)
- Province of Manitoba | fs - Adult Abuse Registry - Questions and Answers
- Abuse Towards Older Adults (wrha.mb.ca)
- CMHA Manitoba and Winnipeg – Mental Health for All

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.19 Workplace Health and Safety	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
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Staff are expected to take all reasonable precautions and follow all reasonable safety rules, practices, and procedures in order to protect the employee's safety and health, and the health and safety of any other persons who may be affected by the employee's acts or omissions at work.

When an employee has reason to believe, that a condition exists that is dangerous to their safety or health in the performance of work, the employee shall report that condition to their immediate supervisor.

FIRST AID SERVICES

First aid kits are fully equipped to handle minor injuries. The location of the first aid kits will be made known to employees during their orientation.

It is the responsibility of the District Manager to ensure that all first aid kits are properly stocked with the appropriate supplies.

FIRE SAFETY

Fire extinguishers are located in the Northeast Red Watershed District office building. The exact location of the fire extinguishers will be made known to employees during their initial orientation to the organization.

BUILDING EVACUATION

All precautions have been taken to prepare for an orderly evacuation of the building in the event of an emergency.

District staff have been trained to help visitors exit the building through pre-designated numbered doors or the nearest safe exit.

At the inaugural board meeting, the emergency building evacuation procedure shall be reviewed.

In the event that an evacuation of the building becomes necessary, employees should:

- Look for the closest safe evacuation point.
- Look around to see that no one has been left behind and preferably exit the building with another person using the “buddy system”.
- Gather around the designated muster point.
- The District staff will take a roll call or head count to confirm all in attendance are present and accounted for.
- District staff will utilize meeting attendance sheet and/or visitor sign in sheet for roll call.

The District staff will advise visitors when it is safe to re-enter the building.

Employees are to review and become familiar with fire evacuation floor plan which shows designated exits and assembly areas.

WORKPLACE INJURIES

Where an employee is injured at work, they are required to:

1. Report the injury to their immediate supervisor/manager immediately, and if required, obtain first aid.
2. Complete and send/submit Employer and Employee Injury or Illness form report to the Workers Compensation Board (WCB) within the required timeframe following the injury as outlined by WCB.
3. If required, see a health care professional, and submit a copy of the certificate of illness or modified duties requirements to your immediate supervisor.
4. Report to work on your next scheduled shift for regular or modified duties. If you are unable to come into work, you must call your immediate supervisor/manager and advise that it is due to the workplace accident. A doctor's note will need to be provided.
5. Cooperate with your immediate supervisor/manager to achieve an early and safe return to work.

INJURED OR ILL COWORKER

An employee(s) who has qualifications in the case of an injured person should proceed as their training would indicate.

At first indication of possible injury or illness you should consider the following:

1. STOP all activity immediately at first indication of possible injury or illness.
2. KEEP all spectators well away from the injured person.
3. LISTEN to the person's description of the complaint and how the injury occurred. If the injured person is unable to explain, assume the worst and call or have someone else call for emergency assistance #911.
4. EVALUATE the seriousness of the injury. Look for obvious deformity or other deviation from the person's normal structure or motion.
5. DO NOT MOVE the victim unless the injuries are of a minor nature.

6. AS SOON as possible, please contact District Manager and/or Board Chair. If it is possible, try and record the names of any witness(es). This is very important if there is a need to investigate this accident in the future.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.20 Working Alone	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 4

DEFINITIONS

Work alone: At a location of work in circumstances where assistance is not readily available in the event of an injury, illness, or emergency.

GUIDELINES

Working Alone Safely

Whenever a worker is required to work alone, Northeast Red Watershed District shall:

- First conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work.
- Establish an effective means of communication (telephone, radio, etc.) between the worker and persons capable of responding to their needs.
- Visit the worker, as appropriate if an effective means of communication is not practicable or available at the worksite.

To ensure the ongoing safety of our employees, Northeast Red Watershed District shall:

- Take all reasonable steps to eliminate any hazards identified.
- Take all reasonable steps to control any hazards that cannot reasonably be eliminated.
- Communicate the findings of the hazard assessment in writing to all affected employees where applicable.
- Provide employees with training and education to limit the dangers of working alone.
- Investigate all accidents or incidents and take all reasonable steps to prevent a re-occurrence.
- Report all situations, incidents, or near misses where being alone increased the level of inherent danger to the situation and make appropriate reasonable changes.
- Avoid scheduling alone work whenever possible, especially where a distinct level of risk is recognized.

- Schedule higher risk work to be done during regular business hours, or when another worker capable of helping in an emergency is present.

Workplace Hazard Assessment

Northeast Red Watershed District will perform a thorough workplace hazard assessment for any locations or situations where our employees may be required to work alone. The workplace hazard assessment will investigate the following issues and identify practicable solutions to ensure the safety of our employees.

Length of time the employee must work alone

- Determine the length of time the worker must work alone, and establish reasonable limitations for the duration of this type of work;
- Determine whether or not it is reasonable or safe for the employee to work alone, given the situation or location required;
- Examine the length of time the worker will require to perform the necessary task;
- Determine the legalities of the type of work performed alone (e.g., restrictions on working in a confined space, or performing lock-out operations); and
- Identify the time of day the worker will be required to work alone.

Communication

- Determine the methods of communication that are available;
- Determine the most appropriate form of communication; and
- Ensure that all emergency communication systems are in proper working order.

Location of work

- Examine the location of the workplace or job site to establish whether or not it is remote or isolated;
- Establish any physical or elemental hazards associated with the location;
- Examine the security features of the workplace (e.g., security cameras and alarms) to ensure the safety and well-being of the worker;
- Where possible, ensure the employee is in a position of high visibility;
- Ensure that all windows are clear to provide maximum visibility;
- Determine the accessibility of the workplace to any potentially necessary emergency services;
- Determine any necessary transportation requirements to ensure the worker safely arrives at the workplace or job site (where appropriate); and
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (e.g., up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (e.g., spare tire with tools and first aid kit), has a method of communication (e.g., cellular phone), and available roadside assistance.

Type of work

- Establish the appropriate levels of training and education necessary to safely perform the work.
- Ensure that any employee assigned to perform the work alone has received the appropriate levels of training and education.
- Determine the appropriate forms of personal protective equipment required and ensure that they are readily available and in good working order, and that the worker has been properly trained in their use.
- Determine any machinery, tools, or equipment that will be necessary to perform the work.
- Determine the level of risk associated, to determine whether or not it is safe to allow a worker to perform the work alone.
- Establish any potential factors of fatigue that may affect the safety of the worker and their quality of work.
- Determine whether the worker must work with money or other valuables, and any safeguards required.
- Identify the abilities of the employee performing work alone.
- Ensure that the employee has received the appropriate levels of training and education required to perform the work alone.
- Establish the employee's level of personal health to minimize potential health hazards associated with working alone (e.g., a pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

Check-In Procedure

To ensure the safety of employees that must work alone, Northeast Red Watershed District uses the following check-in procedure:

- Management employees are responsible for the preparation of a daily work plan to establish the location of the employee who is working alone, and the duration of time they must work alone.
- Management employees must ensure that a communication device for the employee to check in with is readily available and in a convenient location.
- Any Northeast Red Watershed District employee who must work alone shall check in either visually or using an approved communication device every two hours.
- Identify an employee to act as the main point of contact for the employee working alone, as well as a back-up.
- Establish a code word for use when the employee requires emergency assistance.
- Develop an emergency action plan to be followed if the employee working alone does not check in on schedule.

Travel Alone

Northeast Red Watershed District will provide safety mechanisms for employees who must travel alone in the following manner:

- Northeast Red Watershed District employees who must travel alone shall use the check-in procedures to ensure their ongoing communication with Northeast Red Watershed District.
- Communication devices (e.g., cellular telephone or two-way radio) will be provided to ensure that the employee can check in at appropriate intervals.
- Create a travel plan for each instance of employee travel that provides details pertaining to the proposed destination, estimated time of arrival, return time or date, contact information, mode of travel, and alternate plans in the event of bad weather, traffic problems, etc.
- Training and education to ensure that employees travelling alone are capable of evaluating and avoiding potential risks or hazards.
- Examine the vehicle (as appropriate) pre-trip, enroute, and post-trip, to ensure that it is in good working condition (e.g., up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (e.g., spare tire with tools and first aid kit), has a method of communication (e.g., cellular phone), and available roadside assistance.

Hazardous Work

- Wherever reasonably practicable, Northeast Red Watershed District will avoid requiring employees to perform hazardous work alone and will schedule this type of work to be completed during normal work hours, in the presence of other workers.
- Where it is necessary to perform hazardous work alone, workers will be required to use the check-in procedure, and communication devices (e.g., cellular telephone or two-way radio) will be provided to ensure that the employee can check in at appropriate intervals.
- Training and education will be provided to ensure that the worker is knowledgeable in the proper safe work practices, use of personal protective equipment, use of all required machinery and tools, as well as hazard identification and hazard avoidance.
- Personal protective equipment required tools and machinery, and first-aid supplies will be supplied.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 3.0 Administrative and Human Resources	
Policy 3.21 Employee Personnel Files and Records	<u>Date Approved / Resolution #</u> October 16, 2025 / 2025-67	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

Employee files are the property of Northeast Red Watershed District. However, upon written request with forty-eight (48) hours' notice, Northeast Red Watershed District will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received. In addition, employees may review the contents of their file in the presence of their immediate supervisor. Employee personnel files cannot be taken off Northeast Red Watershed District property.

KEEPING UPDATED CONTACT INFORMATION

All employees are responsible for keeping Northeast Red Watershed District notified of their current mailing address and contact information such as telephone numbers and e-mail addresses. Any changes made to an employee's contact information must be reported immediately to their immediate supervisor so that their employee records can be updated accordingly.

PRIVACY

Northeast Red Watershed District will abide by Manitoba privacy legislation including the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA) as they apply to record keeping.

Employee files will be kept for seven years after the employee has stopped working for Northeast Red Watershed District.

SECTION 4: INFRASTRUCTURE PROGRAM

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.1 Project Prioritization and Work Plan Development for Infrastructure	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District will find potential projects through Subdistrict engagement and recorded requests from the public. The Manager will determine the scope of work for each potential project and investigate next steps. The Manager will maintain an ongoing list of potential projects broken down by Subdistricts.

Potential Projects will be discussed in detail on a Subdistrict level. The Subdistrict will prioritize all of its projects and submit to the Board for approval on an annual basis. The Board will approve an annual work plan via resolution that will include a list of projects and their associated costs.

This should be done early in the calendar year to allow project scheduling and planning.

The District works on a global budget, however the Manager will make recommendations to the Board on how the budget may be divided amongst the Subdistricts.

The Board will prioritize its projects and work plan based on the following:

- Cost – Benefit
- Feasibility
- Outstanding Requests
- Cost Sharing/External Funding
- Necessity
- Alignment with IWMP

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.2 Buffer Strip and Siltation	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

Grass buffer strips along District drains help reduce erosion and/or siltation into the drains. The District may do the following to encourage and maintain buffer strips and promote good soil management:

- Purchase extra land, where feasible, to provide for buffer strips
- Encourage landowners to establish or maintain buffer strips along their property
- Provide grass seed to landowners for this purpose
- Discourage cultivation or other abuse of drain right-of-way
- Drain cleanouts may be deprioritized if there is evidence of mechanical damage to District drains
- Encourage conservation tillage practices
- Reducing stubble burning
- Reducing summer fallow
- Planting shelterbelts

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.3 Grasshopper Control	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

NWRD does not apply insecticides, nor does it cover any costs associated with the application of insecticides to any land owned by NWRD.

If a landowner wishes to spray an insecticide on NWRD property to control grasshoppers causing an economic impact to adjacent crop they must abide by the following guidelines.

- Request permission to spray including location, total area, insecticide product and date.
- Only apply products registered for control of grasshoppers.
- Pesticide application must be done by a person holding a Provincially recognized pesticide applicators licence, and in accordance with provincial application regulations.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.4 Haying Permits	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The Board will develop, issue, and enforce standard haying permits for major waterways within the Watershed District on an application basis.

The normal terms for the haying permits shall be three years (3) unless otherwise stated by the Board.

Applicants will fill out the Haying Permit Application and clearly indicate which parcels of drain they are requesting to remove hay. The Applicant will provide a \$50 cheque to the Northeast Red Watershed District as part of the application process. Applications will be submitted by Dec. 15 and be reviewed on a Subdistrict basis. Applicants will be notified the results of their application in writing by March 31 to allow for any preparation needed.

If there are vacant drains that are suitable for haying, the District may receive applications and award permits at their discretion.

When land is first purchased by the District and if it is suitable for haying, permits shall be offered to the immediate previous owner. If the previous owner does not choose to hay said lands, they will not be given preference in future applications.

Where it is alleged that clause 12 of the permit has been violated i.e. that an unauthorized assignment has been made or a benefit received, the permit holder will be required to sign an affidavit attesting that no assignment has been made or benefit received.

These procedures do not apply to lands assigned to the Agricultural Crown Lands Section for Administration.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.5 Weed Control	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District will control the vegetation wherever deemed necessary at their discretion, with priority given to Tier 1 Noxious weeds, and weeds impairing proper function of drain. The District uses and supports Integrated Pest Management (IPM) Principles which include:

- Seeding of freshly cleaned out drains to grass where possible to reduce the establishment of weeds.
- Mowing of vegetation.
- Encouragement of adjacent landowners to control noxious weeds whenever identified.
- Weed control issues requiring the application of herbicides are referred to the Springfield Tache Weed District.
- A list of Noxious weeds can be found at:

<https://www.gov.mb.ca/agriculture/crops/weeds/declaration-of-noxious-weeds-in-mb.html>

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.6 Beaver Dam Removal	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District will remove beaver dams from designated District drains only. Dams which are not creating a flooding problem, a flood risk, or seriously impacting the capacity of the drain will not be removed.

The Board is not responsible for removing beaver dams and obstructions on natural watercourses, private property or property under other jurisdictions (i.e. municipal, provincial, federal). These are the responsibility of the municipality, landowner or other respective authority.

The District shall remove beaver dams from its drainage system in a manner where downstream effects would be minimized or eliminated.

Beavers will be removed by the District or the landowner prior to the removal of the dam. The District will follow any guidelines stated in the wild animal kill permit.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.7 Flood Control and Protection	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District may undertake and explore flood control works at the NRWD discretion. Flood protection will generally be the responsibility of the landowner. To aid residents of the Watershed the District may undertake the following:

- Assist in the planning of flood protection
- Provide engineering for flood protection
- Engage in flood protection if deemed appropriate

Ring dikes are the responsibility of the landowner.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.8 Water Quality Protection	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District will take steps to encourage the protection and improvement of water quality by:

- Sealing abandoned wells
- Encourage riparian programs
- Encourage nutrient management programs
- Encourage the protection of headwater storage and recharge areas
- Working with landowners to implement water retention and wetland enhancement projects

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.9 Drainage	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 2

The objectives of the District's Drainage Works Program are:

- To control soil erosion from water
- To attempt to minimize the severity of flooding on agricultural land and Municipal/District infrastructure
- To provide climate change resiliency to the watershed

The District will only be responsible for the infrastructure consisting of man-made drains and crossings as outlined in Section 2 and Section 3, Schedule 6 of the Watershed Districts Regulation.

The NRWD regulation map can be found at the district office or website. Other drainage authorities within the watershed are Rural Municipalities and Manitoba Infrastructure. The District will refer public to the appropriate authority when applicable.

To meet these objectives, the Board shall assign high priority to the maintenance or improvement of existing drains and low priority to the construction of new drains. Prioritization of drainage works shall be done through individual Subdistricts. Factors to be considered are cost: benefit, feasibility, outstanding requests, necessity, and potential cost share with partnering municipality.

District drainage works must be licensed or registered in accordance with the Water Rights act with the Province of Manitoba. Drainage works that will adversely affect downstream areas shall be rejected.

The District may work within Municipal, Provincial, or private Drains as long as all necessary approvals and permits are acquired. The intent of this must be to improve surface water management within the watershed.

The use of any dike along a District drain as a driveway is denied as general Policy.

To encourage easier maintenance of drains in the future, cleanouts of District drains should be done to obtain gentle side slopes, where feasible, unless otherwise specified. Vegetation shall be established within one year of any drainage works.

The District will consider the acquisition of additional land along drains, where feasible, in support of this Policy.

The District will obtain spreading rights prior to carrying out the Drain Cleanout. The District may enter into an agreement with the adjacent landowner to pay compensation for crop losses if necessary. The District will not pay for assumed future crop losses.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.10 Snow and Ice Removal	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The District will not at any time be responsible for removal of snow and/or ice from District drain unless:

- The District has just cause in a state of emergency
- In the opinion of the District the removal of the snow and/or ice would reduce hardship and real property loss
- In either of the above cases the removal of snow and/or ice would be conducted in a manner where downstream effects would be minimized.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.11 Traffic Authority	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The Watershed District will undertake traffic control when and if it deems necessary on its own projects.

Where the district requires traffic control as a result of any works, Provincial and Municipal authorities will be notified, and traffic control activities will follow regulations and guidelines specified in the *Manitoba Work Zone Traffic Control Manual*.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.12 Work by Others in District Drains	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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Works by others in District Drains

The District will not allow any agency or individual to undertake works within its Drains without prior written approval by the Board. The Board reserves the right to deny any works within its Drains at its discretion.

Those who wish to undertake works in District drains must supply the Board with a detailed plan that includes:

- Survey and Design of proposed works
- Proposed timeline and contractor
- Written approvals from any affected landowners or stakeholders
- Plan for excess earthen materials

It is the responsibility of the individual to obtain the License to Control Water Works and ensure that the contractor works in accordance with said license.

If the Board approves work by others in its drain the applicant must let the District know the start date and arrange a site meeting with the District's representative. The District will perform site inspections throughout construction and has the right to stop any works if deemed necessary. If the construction methods or product are unacceptable to the District, the applicant will be notified in writing of the corrective action and expected timeline. Costs incurred during this process will be the sole responsibility of applicant. If necessary, the District may undertake the corrective works at the expense of the applicant. The applicant will be responsible for establishing vegetation of disturbed areas within one year of construction. Once the project is completed to the satisfaction of the District, the applicant will be notified in writing.

The Board may enter into cost sharing agreements with others for works in District drains. This will not necessarily move the project into a priority for the District.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.13 Access and Municipal Road Crossings	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

This Policy pertains to the infrastructure identified in the District establishment schedule under the Watershed Districts regulation.

The District will undertake the works as per Appendix A – Crossing Installation details. Hydraulic capacity to be determined by the District. The District will contact the Municipality/landowner in advance of works to determine any site specific requirements.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.14 New and/or Redesigned Access Crossing	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 2

All applicants that wish to install any private access across a designated District drain where no crossing previously existed shall adhere to the following procedure:

- The applicant shall complete and sign the District's crossing application.
- A fee will be provided in the form of a cheque made out to the Northeast Red Watershed District. The fee will not be reimbursed if the District denies the crossing application.
- The crossing application is subject to the approval of the District Board. The District retains the right to refuse a new access crossing across a designated District drain.
- The District staff shall inspect the location of the proposed crossing and make recommendations to the Board and applicant. Culvert(s) length and diameter will be determined by the District, and a cost estimate to install will be provided.
- Wherever possible, the District will recommend alternative options to new crossings over District drains. There are high costs associated with crossings over District drains due to hydraulic capacity required. It is in the best interest of the landowner and District to pursue other options before installing a new access crossing in a District drain.
- The District will notify the applicant in writing of the decision within 60 days of the application date. Applications will be considered complete when the applicant has provided a complete application form and cheque.
- If the District Board approves the crossing, there will be two methods of acceptable installation:
 - a) The District undertakes the installation of the new access crossing. If this scenario is accepted by both parties, the District will provide a cost estimate to the land owner. The cost estimate provided will be non-negotiable. The land owner will supply a cheque to the District for the amount of the estimated cost. Once the installation is complete and all invoices are accounted for, the applicant will pay the District the remainder of the actual costs incurred. If the incurred costs are lower than the amount previously paid by the landowner, the District will provide a refund of the difference in form of a cheque. The District assumes ownership of the crossing after installation.

- b) The applicant installs the crossing with direction from the District and/or its representatives. The applicant or its representative shall make contact with the District 7 business days in advance of installation to arrange a site meeting to discuss installation methods. The District will provide grade stakes, and construction drawings of a typical culvert crossing. The District will make inspections of the installation and any materials used as part of the installation. If for any reason, the District does not approve of the materials or methods used for installation, it will be the sole responsibility of the applicant to ensure the situation is rectified. If the installation is unacceptable to the District, the applicant will be notified in writing the corrective action. Costs incurred during this process will be the sole responsibility of applicant. Once the crossing is installed to the satisfaction of the District, the applicant will be notified in writing. The District assumes ownership of the crossing once it is formally approved.
- The landowner is responsible for the general maintenance of the crossing.
 - Only new Corrugated Steel Pipe (CSP) shall be installed for new access crossings. No plastic pipes will be permitted within District drains.
 - The crossing becomes property of the District after satisfactory installation.
 - The District shall be responsible for any rebuilding, relocating, and/or modifying any existing crossing that may be necessary in conjunction with any District works.
 - The District retains the right to remove, relocate, and/or modify any privately unauthorized installed crossing that does not meet the District's specifications at the landowner's expense.
 - The Applicant will be responsible for obtaining a Water Rights License if required.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.15 Crossing Maintenance Responsibility	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The Board is responsible only for the maintenance of crossings over those drains which are outlined in Section 2 and Section 3, Schedule 6 of the Watershed Districts Regulation as the District's responsibility.

Responsibility for the maintenance of crossings over natural waterways, and over any drains not specified on the District's infrastructure map as outlined in Section 2 and Section 3, Schedule 6 map of the Watershed Districts Regulation, rests with either private landowners, municipal or provincial authorities.

Ratepayers are responsible for ensuring that private crossings and approaches used to access their respective properties are maintained in good condition and free of blockages and damages, and any issues are reported immediately to the District.

The District may repair or replace an existing crossing if it is part of an approved works plan. See the Crossing Construction Specifications Policy for further specifications.

This policy shall compliment, but not supersede the Province of Manitoba Drainage Policy for Drains Along and Through Provincial Highways and Roads (Feb. 1990) for management of crossings on District drains within Provincial Road or Provincial Trunk Highway right-of-ways.

The District will strive to maintain bridges and wooden structures to increase their lifespan, however will not guarantee replacement of these structures.

When possible, bridges will be replaced by culvert or low level crossings, and low-usage crossings will be removed as per the Crossing Closures and Rationalization Policy.

The board may take measures to remove snow and ice blockages as deemed necessary. See Ice and Snow Removal Policy.

The Board is not required to provide access over a District drain to any property.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.16 Crossing Closure and Rationalization (Temporary and Permanent)	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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1. The municipality is the traffic authority, and therefore must give approval prior to any closure of a transportation route.
2. Temporary Closure of Crossings:
 - a) If the crossing is on a municipal road, the following procedure shall be observed:
 - As the municipality is the traffic authority, the council shall be responsible for closing or opening the roadway, and erecting signage and/or barricades as deemed necessary.
 - The District shall notify the Municipality of the condition of the structure immediately, and provide recommendations for continued or discontinuing use (ie. load restriction, temporary closure, etc.). The local sub-district representatives shall be advised of the structure condition as soon as possible.
 - If District staff have the ability to flag or put signs at the site before the municipality, they may do so on a temporary basis only until such time that the municipality is able to install their own signage.
 - b) If the crossing is not located on a municipal road (ie. private access crossing), the District shall:
 - Erect signage and/or barricades as deemed necessary.
 - Notify the landowner serviced, and provide options for temporary alternate access.
 - Notify the municipality and Sub-District representatives of the issues and action taken.
 - c) The Sub-District board shall strive to complete repairs to the crossing within a reasonable timeline, depending on funding and engineering advice, if applicable.
3. Permanent Closure / Rationalization of Existing Crossings:

- a) Due to numerous factors including rural depopulation, larger farm units, number of crossings, cost of crossing replacement, and increasing long-term maintenance costs, the Board will explore and negotiate crossing removals and downgrading when possible to reduce capital costs.
- b) Crossings providing access to municipal roads which do not service residences or high traffic volumes will be replaced with low level crossings, if drain design provides for lesser standards.
- c) Wherever possible, crossings will be removed, and alternative access will be provided from the municipal road allowance. The Board will cover cost of pipe installation, future maintenance and replacement of pipe. If a dike/lane upgrade is required to provide necessary access, the Board will propose a suitable cost-share between the parties to cover the works.
- d) Crossings giving access to fields for agricultural equipment will be replaced with low level crossings, if drain design provides for lesser standards.
- e) A maximum number of crossings between municipal roads to service agricultural lands will be one (1); ie. a single crossing at half mile line to service both adjacent quarter sections.
- f) In instances where alternative access has been offered and declined by those served by the existing crossing, the replacement of the crossing will be treated as a new crossing (see New Crossing Policy).

The only exceptions to this policy are cases where the crossings are utilized as part of a water control scheme.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.17 Travelling on Dikes, Spoil Piles, and Berms	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The Board will not build, designate, or maintain any dike, spoil pile, or berm for the deliberate purpose of transportation.

The Board may, upon its discretion, limit; restrict, or prohibit use of its infrastructure as a transportation route if undue damage is or has a high potential of occurring.

Dikes which lie adjacent to a District right-of-way may be used as transportation routes so long as:

- The municipality builds, designates, and maintains the dike, spoil pile or berm as a transportation route; and
- The berm/dike/spoil pile is maintained as a water control structure to the originally design and/or specifications as designated by the Board.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.18 Spoil Materials	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The Board will determine a plan for the leveling, removal, or disposal of all excess spoil material including vegetation, earth, and rocks.

The Board will consider acquisition of additional land along drains, where feasible, to provide for buffer strips or to place spoil banks.

Where sufficient right-of-way exists, material shall be piled adjacent to the drain (side cast). Leveling of material will be completed as deemed necessary by the board.

Where sufficient right-of-way does not exist:

- a) If the work area is directly adjacent to a farmable property, then the District staff shall request approval from the landowner to pile all excess material directly on the adjacent land. Once completed, the District staff shall spread/level the material onto the field at a time approved by the landowner.
- b) If the work area is directly adjacent to bush, tree-line, or a landscaped yard, then the Board will request approval from landowners located near the area to accept hauled-in material. The Board will then haul the material to the agreed upon location(s).
- c) If an adjacent landowner does not provide approval, OR there are no acceptable haul sites in the area, then the works may be cancelled or put on hold until a time approved by the Board.

Ratepayers wishing to collect spoil material from a work site may do so, providing it is at their own risk, and has been approved by the Board.

The Board will not be responsible or liable for any damage or issues caused during the removal and/or disposal of spoil materials.

The District will seed the berm or spoil bank to grass and maintain in grass cover. Landowners will be encouraged to maintain the grass cover through hay permits.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.19 Unauthorized Works	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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Unauthorized works on District infrastructure shall be subject to review and enforcement by the Water Resource Officer, and or other applicable authorities.

The Board may require that the proponent rectify the works to pre-existing conditions, or complete the works to a standard as required by the Board. If the work is not rectified, then the Board, in conjunction with the Municipality and/or the provincial government may proceed with legal action in accordance with provincial drainage regulations.

The Board shall not provide reimbursement to any party who has completed works on District infrastructure without express written authorization.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.20 Floodgates	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The Board is responsible for the maintenance of floodgates that are located within a District right-of-way.

The Board will not guarantee that floodgates will function properly at all times, in all conditions.

The Board will give highest priority to the maintenance of floodgates which are installed on culverts at District drain intersections.

The District may supply floodgates for new installations or replacement floodgates only with prior approval from the respective Sub-District.

Prior to the installation of any floodgate into a District drain by an individual or municipality, approval must be obtained from the Board of the appropriate Sub-District. Floodgates installed without Board approval will be subject to review and enforcement by the Water Resource Officer, and may be removed at the proponent's expense (See Unauthorized Works Policy).

Approved floodgates which have been installed by a municipality or landowner must be clearly marked by bollards with high-visibility paint or reflective markings. The Board will not be responsible for damages or replacements of floodgates or culverts which have been installed without proper markers.

Landowners are responsible for general maintenance of floodgates attached to private drain outlets (including lubrication and removal of vegetation), as well as ensuring that floodgates are operating correctly and closed prior to runoff events.

The Board will not be responsible for the cost of maintenance or replacement of floodgates on private drain outlets which have been intentionally tampered with or destroyed (for example, have been buried or crushed to prevent backflooding).

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 4.0 Infrastructure Program	
Policy 4.21 Fencing in District Right-of-Ways	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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Fencing will not normally be permitted within District right-of-ways.

At their discretion, the Board may enter into an agreement with an adjacent landowner which would allow fencing of a District right-of-way, providing:

- Restricted access does not impact the infrastructure function, and
- The landowner assumes maintenance responsibilities for the restricted portion of the drain

In cases where unauthorized fences exist along District drains and must be removed for works purposes, the Board will not provide reimbursement for the costs of the fence, or provide re-installation of the fence.

SECTION 5: CONSERVATION PROGRAM

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 5.0 Conservation Program	
Policy 5.1 Surface Water Management	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The District is concerned with downstream flooding and nutrient run-off in the District.

The District will prioritize the development of programs and policy relative to surface water management and will be in alignment with the Cooks-Devils Creek Integrated Watershed Management Plan.

The programs developed will have the objectives of improving surface water quality, reducing downstream flooding through water retention, and reducing nutrient loading to waterways.

The Board will determine the cost-sharing for each program based on overall benefits to the watershed and funding resource availability.

The cost-sharing, eligibility and program guidelines will be outlined on each applicable program application form.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 5.0 Conservation Program	
Policy 5.2 Nutrient Reduction and Water Quality Protection	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
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The District is concerned with the quality of water that flows through its watershed. Streambank erosion, siltation, and nutrient run-off are all concerns of the District.

The District will prioritize the development of programs and policy relative to water quality, nutrient management, riparian area management, and will be in alignment with the Cooks-Devils Creek Integrated Watershed Management Plan.

The programs developed will have the objectives of improving surface water quality for all people and wildlife inhabiting the district.

The Board will determine the cost-sharing for each program based on benefits to the watershed and funding resource availability.

The cost-sharing, eligibility and program guidelines will be outlined on each applicable program application form.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 5.0 Conservation Program	
Policy 5.3 Habitat Conservation and Enhancements	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District is concerned with increased risk of streambank erosion, loss of riparian area habitat, and loss of wetland habitat.

The District will prioritize the development of programs and policy relative to riparian area management, wetland enhancement and protection, shelterbelts, habitat conservation, and will be in alignment with the Cooks-Devils Creek Integrated Watershed Management Plan. The programs developed will have the objectives of improving wildlife habitat quality for all people and wildlife inhabiting the district.

The District may enter into written agreements with landowners and provide incentive payments to protect and preserve wetland and habitat areas on private property.

The Board will determine the cost-sharing for each program based on benefits to the watershed and funding resource availability.

The cost-sharing, eligibility and program guidelines will be outlined on each applicable program application form.

 NORTHEAST RED WATERSHED DISTRICT	Policy and Procedures Manual 5.0 Conservation Program	
Policy 5.4 Drinking Water Protection	<u>Date Approved / Resolution #</u> November 13, 2025 / 2025-71	
	<u>Date Last Revised/ Resolution#</u>	Page 1 of 1

The District will prioritize the development of programs and policy relative to drinking and groundwater protection, abandoned well sealing, and will be in alignment with the Cooks-Devils Creek Integrated Watershed Management Plan.

The programs developed will have the objectives of improving drinking water quality for all people inhabiting the district.

The Board will determine the cost-sharing for each program based on benefits to the watershed and funding resource availability.

The cost-sharing, eligibility and program guidelines will be outlined on each applicable program application form.