

WESTLAKE WATERSHED DISTRICT
POLICY DIRECTIVES



2024

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 resources through the establishment of Watershed Districts and to protect the correlative rights of owners.

The policies in this handbook have been developed by the Westlake Watershed District Board to guide the board members and employees of the Westlake Watershed District. Should there be a contradiction between a Board policy and a *Watershed Districts Act* or *Regulation*, then the authority of the Act or Regulation shall supersede the Board policy.

The policies in this manual are subject to review and change as conditions change. The Westlake Watershed Districts Board will attempt to have the policies kept current. Comments and suggestions for change are also invited from all employees. Suggestions for change should be directed to the Watershed District Manager or a Board Member.


What is policy?

Policy is a definite course of action selected from among alternatives and taking into account given conditions to guide and determine present and future decisions. Policies may be reactive or proactive which means they may require an external event to initiate them or they may be invoked as a consequence of time sensitive information within the policy itself.

Why should Watershed Districts have policies?

- Provides directions and limits to Boards/Staff
- Provides standards and guidelines for consistent projects and decisions
- Defines the views of the Watershed District on particular issues
- Helps clarify responsibility and define lines of communication and accountability
- Helps to increase programs effectiveness
- Assists new staff and Board Members


Section 1: Mandate/Mission/Goals

Westlake Watershed District 		Policy Directives	
Section # 1.1	Date Approved January 15, 2016	Date of Revision	
Subject Mandate/Mission/Vision	Tom Anderson Board Chairman	Date Issue January 15th, 2016	
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To promote stewardship of our land and water resources. To ensure a healthy and prosperous lifestyle for all watershed residents, now and in the future. In doing so, the District assists the province to achieve these goals and objectives in Manitoba's Land and Water Strategy. Watershed Districts operate under the authority of *The Watershed Districts Act*.

The Land and Water Strategy has 5 goals:

- To sustain resources, enhance productivity and improve environmental quality including human health.
- To improve and diversify income and job opportunities through management, protection and development of land and water resources.
- To manage resources and related activities in order to preserve development options for future generations.
- To protect ecological systems, maintain genetic diversity of species, and preserve the resilience and productivity of the natural environment.
- To ensure the protection and development of cultural heritage resources for future generations.

Westlake Watershed District 			Policy Directives	
Section # 1.2	Date Approved January 15, 2016		Date of Revision	
Subject Goals/Objectives/Roles	Tom Anderson Board Chairman		Date Issued January 15, 2016	
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The key goals/objectives/roles for the Westlake Watershed District are as follows:

- To operate on a whole watershed basis.
- To protect the long-term productive capability of agricultural land in the district, including encouraging local councils to promote the location of subdivisions on land other than prime agricultural land.
- To protect and enhance the supply and quality of ground water and surface water resources.
- To protect the important headwater storage, ground water recharge and other watershed functions.
- To manage the system of agricultural drains effectively and efficiently, considering the watershed as a whole
- To inform the public of the principles of conservation and get the public involved in district activities.
- To gain public awareness and support of watershed districts and potential of the district
- To organize and deliver the programs needed by local people
- To reduce wind and water erosion, and improve soil quality
- To maintain wildlife habitat
- To maintain a healthy watershed landscape.
- To encourage farming to prosper without depleting the resources that sustains it.
- To promote sound management options for area producers and residents that demonstrates a sustainable mix of resource management and productivity.
- To offer programs to promote protection and improvement of the resource base as key elements of increased productivity and economic growth in the rural community and the province.
- To encourage wise use and integrated management and development of district resources.
- To provide a leadership role in soil and water management.

- To plan, develop, and maintain water control works necessary to maximize agricultural productivity and minimize effects from flooding and erosion.
- To ensure that quality and quantity of surface and groundwater are protected such that present and future users are not adversely affected.
- To protect and preserve key parcels of marginal land to serve as multi-purpose natural areas.
- To alleviate flood concerns
- To keep up with changes in technology related to agriculture.
- To demonstrate viable conservation techniques to local residents.
- To provide an education program related to water and soil conservation and other ongoing resource issues.
- To maintain a healthy landscape through soil conservation and management.
- To undertake activities designed to maintain populations of birds, wildlife and fish at a level that reflects a healthy ecosystem.
- To encourage sustainable tourism based on fish, wildlife, and other natural attributes.
- To provide outdoor recreation and education
- To ensure areas of natural, cultural, and heritage resources are allocated for protection, conservation and/or development in a manner which optimizes their long-term environmental, health, cultural and economic benefits and opportunities.
- To rehabilitate and restore lands that can make a significant contribution to our natural environment, economy, culture and heritage.

Section 2: Board Governance

The Watershed Districts Program was established to promote the sustainable use and management of land and water resources on a watershed basis in Manitoba. Watershed districts operate under the authority of The Watershed Districts Act, and are a partnership between the Province of Manitoba and included municipalities.

Manitoba promotes watershed-based partnerships to:

- Develop watershed management plans governed under The Water Protection Act;
- Implement voluntary, incentive-based programs and projects that address risks to local water resources and aquatic ecosystems; and
- Ensure the ecological integrity, resiliency to changing climate and overall health of each watershed is protected and balanced with sustainable development by empowering local boards to make decisions that will have positive impacts for present and future generations of Manitoba's watersheds.

The role of Manitoba Agriculture and Resource Development's Watershed Districts and Programs Section is to manage and administer the program to ensure each watershed district's strategic direction and program initiatives reflect the program's mandate and current provincial priorities and policies.

This policy document provides a framework for grant accountability, governance, and overall operation and administration of the Watershed Districts Program in Manitoba. The policies herein are administered by Watershed Districts and Programs for implementation by all watershed district boards and staff.

KEY PLAYERS*

Minister of Agriculture and Resource Development

The Minister is responsible for the Watershed Districts Program under The Watershed Districts Act.

Watershed Districts and Programs Section

Responsible for the management and administration of the Watershed Districts Program as established through The Watershed Districts Act and Regulations. The section is also responsible for providing planning support and coordination services for implementation of The Water Protection Act, specifically Part III - Watershed Management.

Watershed Districts

- The local authority formed under The Watershed Districts Act with council and ratepayer representation from included municipalities in the local watershed.
- May be designated under The Water Protection Act as a water planning authority for a watershed and lead the development of local watershed management plans.


Subdistricts

- Watershed districts are divided into subdistricts based on sub watershed boundaries as defined in regulation under The Watershed Districts Act.
- Each subdistrict is governed by a subcommittee consisting of municipal representatives. Subcommittees are responsible for identifying local watershed priorities in their subdistrict and making program and project recommendations to the district board.
- For the purposes of this manual, subcommittees as defined in The Watershed Districts Act and Regulations are referred to as subdistricts or subdistrict committees.

Included Municipalities

- Responsible for appointing councilors or ratepayers to subdistricts of a watershed district in accordance with The Watershed Districts Act and Regulations.
- Contribute municipal levies to a watershed district in accordance with regulation under The Watershed Districts Act.

Note that additional terms pertaining to The Watershed Districts Program are defined in Appendix A. Glossary of Terms of the policy manual.

Westlake Watershed District 		Policy Directives	
Section # 2.1	Date Approved	Date of Revision April 8, 2022	
Subject District Formation and Expansion	Tom Anderson Board Chairman	Date Issued	
	Walter Tymchuk Board Vice-Chairman	Page 1 of 2	

General

The Watershed Districts Program is a partnership program between Manitoba and included municipalities. The Watershed Districts Act provides the legislative framework for municipalities to establish or join existing watershed districts and implement local watershed management plans and programs.

Relevant Legislation and Regulation:

- Section 7 of The Watershed Districts Act outlines provisions for establishing watershed districts, including:
 - 7(1): development of a proposal for forming watershed districts
 - 7(2): considerations regarding watershed boundaries,
 - 7(3): consultations with included municipalities, approving or disapproving the proposal, submission of the proposal, and regulations to form a watershed district.


Policy

1. In the development of a proposal for forming (or modifying) a watershed district, Watershed Districts and Programs must consider existing boundaries, subdistrict appointments and boundaries, board impacts, and financial implications.
 - a) All new district boundaries shall follow watershed boundaries. When an existing district is expanding, district and subdistrict boundaries will follow watershed boundaries established under the Watershed Districts Regulation.
 - b) Subdistrict committee appointments for each district are defined under the schedules of the Watershed District Regulation. When considering new or expansion of existing districts Watershed Districts and Programs will determine subdistrict committees using the following formula of municipal land area within a subdistrict:

Square Kilometres	Appointments
More than 40	2 members
10-40	1 member
Less than 10	0, except 1 if the area is the only land within the district

*Exceptions will be at the discretion of Watershed Districts and Programs.

2. Within 60 days of receiving the proposal, each included municipality determines if it supports the proposal. If in support, the municipality passes a resolution accepting the proposal and forwards the resolution to Watershed Districts and Programs (Appendix B).
3. Watershed Districts and Programs ensures all municipal resolutions and by-laws are received, and makes a recommendation to the Minister of Agriculture and Resource Development.
4. If the proposal is approved by the minister, an amendment to the Watershed Districts Regulation proceeds through the process for amending a regulation, concluding with approval by the Lieutenant Governor in Council.

Westlake Watershed District 		Policy Directives	
Section # 2.2	Date Approved	Date of Revision April 8, 2022	
Subject Operational Autonomy	Tom Anderson Board Chairman	Date Issued	
	Walter Tymchuk Board Vice-Chairman	Page 1 of 2	

General

The Watershed Districts Act empowers watershed district boards to manage and administer resources for which they have the authority or jurisdiction as outlined in regulation. Watershed districts are publicly funded and have a corporate responsibility to develop and adopt policies respecting board governance, administration, programming and financial management.

Relevant Legislation and Regulation:


- Section 11.1 of The Watershed Districts Act outlines requirements of a board to make by-laws (policies) respecting procedures to appoint and remove members of the board, calling and conducting of board and subdistrict meetings, establishment, composition and function of standing committees and any other matter of the board considers necessary.
- Section 20(2) of The Watershed Districts Regulation requires a board to ensure by-laws (policies) and minute book are publically available.

Policy

1. Watershed districts shall:
 - a) Establish program financing, accounting and management systems.
 - b) Identify goals, priorities and action plans based on local watershed management plans developed and approved under The Water Protection Act.
 - c) Ensure that their local program implementation meets the terms and conditions governing the provision of provincial grant monies to individual districts.
2. Watershed district policies cannot contravene The Watershed Districts Act and Regulations or this policy manual, and must have regard for the following:
 - a) Board governance, including but not limited to: organization and conduct of elections and meetings, duties and responsibilities of board members, conflict of interest, rules of order, committees, partnerships, and other items related to best practices of board governance.
 - b) Fiscal management, including but not limited to: budgeting process, signing authority, banking services, audits, reserve accounts, revenue, financial records, and regular board review of financial statements.
 - c) Human resources, including but not limited to: staff complement and organizational chart, job descriptions and duties, qualifications, staff hiring process, salaries, benefits, overtime, expenses,

spending limits, vacation, vehicle use, supervision, evaluation, conflict resolution, termination, disciplinary action, and health and safety.

- d) Administration, including but not limited to: management of the district office, office hours, facilities use, equipment usage, security, accessibility, project management and standards, prioritization of projects, tendering processes, contracting processes, and purchasing procedures.
- e) Program management, including programming related to the implementation of a watershed management plan or where a watershed management plan does not exist, programming relevant to local and provincial priorities of the watershed, programming related to the management or maintenance of waterway infrastructure as outlined in the Watershed District Regulation. Policies should include but are not limited to: financial and landowner contributions, project prioritization methods, and project considerations in relation to a districts watershed management plan.

Westlake Watershed District 			Policy Directives		
Section # 2.3		Date Approved		Date of Revision April 8, 2022	
Subject Board Membership and Responsibilities		Tom Anderson Board Chairman		Date Issued	
		Walter Tymchuk Board Vice-Chairman		Page 1 of 2	

General

Watershed districts are governed by local boards, and make grassroots decisions that deliver outcomes for healthier, more resilient watersheds. The responsibilities and composition of the district board and subcommittees are outlined in The Watershed Districts Act and Regulation. For the purposes of this manual, subcommittees as defined in The Watershed Districts Act and Regulations are referred to as subdistricts or subdistrict committees.

Relevant Legislation and Regulation:

- Section 10 of The Watershed Districts Act outlines board responsibilities, composition, terms of office, and election of a chair. Two members may be appointed to the board, at the board's discretion.
- Section 7 of the Watershed Districts Regulation further details board member terms of office to one year terms.
- Section 8 of the Watershed Districts Regulation requires a board to elect a chair and vice-chair of the board and detailed requirements around the election process.
- Section 13 of the Watershed Districts Regulation requires a board to meet at least quarterly.

Policy


1. The two additional board members appointed at the discretion of the board receive full board privileges, including voting. Boards should develop a district policy to define any further terms pertaining to membership for the two additional board members.
2. The representative appointed by the Minister, commonly referred to as the provincial appointee, receives full board privileges, including voting, and shall:
 - a) Ensure they have a clear understanding of The Watershed Districts Act;
 - b) Ensure that provincial priorities are represented by the board;
 - c) Ensure that provincially-funded projects have adequate accountability;
 - d) Maintain full board voting rights; and
 - e) Receive advice or direction on provincial matters, as deemed essential, from Watershed Districts and Programs.
3. Board meetings must be held quarterly to approve financial reports, expenditures and conduct regular board business.
4. Quorum is reached when the majority of board members are in attendance, meaning 50% of the board, plus one additional board member.

The primary obligation of a Board Member is to assist with and contribute to the fulfilment of the duties and obligations of the Board as a whole.

Within this broad obligation the duties of the individual board members would include:

- Being Familiar with the *WATERSHED DISTRICT Act* and Regulations, policies of the Commission.
- Having a general knowledge of the goals, programs and facilities of Westlake Watershed District.
- Working harmoniously with the other Board members without trying either to dominate the Board or neglect his/her share of the work.
- In Board meetings speaking and voting impartially and for the good of the whole Watershed District.
- Accepting the will of the majority vote in all cases and giving support to the resulting policy.
- Representing the Board and District to the public in such a way as to promote both interest and support.
- Accepting suggestions or complaints from the District residents and referring same to the proper administrators for required action.
- Abstaining from individual counsel or action which could be contrary to the wishes of the Board or Sub-District

Combined Duties of Individual board members with board membership and responsibility – Jan 24th.

Westlake Watershed District 			Policy Directives		
Section # 2.4		Date Approved		Date of Revision April 8, 2022	
Subject		Tom Anderson Board Chairman		Date Issued	
Sub-Districts and Municipal Appointments		Walter Tymchuk Board Vice-Chairman		Page 1 of 3	

General

To ensure local representation across the watershed, watershed districts are divided into subdistricts based on subwatershed boundaries. Boundaries and membership of each subdistrict are defined in the Watershed Districts Regulation. Each subdistrict is overseen by a subdistrict committee that works to identify local programming priorities.

Included municipalities are required to appoint eligible persons to the subdistrict committees of watershed districts. These appointments act as the liaison between the watershed district board and the municipality they are appointed by and represent.

Relevant Legislation and Regulation:

- Section 8 of The Watershed Districts Act outlines requirements in a regulation to form a watershed district including the number of ratepayers appointed by the included municipality to each subdistrict committee.
- Schedules 1-14 of the Watershed Districts Regulation outline municipal appointments of included municipalities to subdistricts for each watershed district.
- Section 4 of the Watershed Districts Regulation outlines subdistrict appointment eligibility, including meeting the criteria of voter as defined by The Municipal Councils and School Boards Election Act and term length:

A voter as defined by The Municipal Councils and School Boards Election Act means a person is eligible to vote in an election or on a question if he or she is:

- A Canadian citizen and at least 18 years old on election day; and
- A resident of the local authority on election-day, and has been so for at least the six months before election-day.

Under The Municipal Councils and School Boards Election Act, the following rules apply in determining the residency of a person:

- A person is a resident of the place where he or she has his or her ordinary residence, and to which he or she intends to return when away from it;
- A person may be a resident of only one place at a time;
- A person does not change residence until he or she has a new residence.


A person who is not a resident of a municipality is eligible to vote in an election in that municipality if he or she is:

- A Canadian citizen and is at least 18 years old on election-day; and
- A registered owner of land in the municipality on election-day and has been so for at least the six months before election-day.

- Section 11 of The Watershed Districts Act outlines the following responsibilities of the subdistrict committee:
 - Elect a chair annually;
 - Study the conservation requirements of the subdistrict and make recommendations to the board;
 - Promote and encourage the purposes of the Act; and,
 - Act as a liaison between councils of the included municipalities and the board.
- Section 5 of the Watershed Districts Regulation defines the terms of office of subdistrict members as one year.
- Section 6 of the Watershed Districts Regulation requires a subdistrict to elect a chair and vice-chair.
- Section 13 of the Watershed Districts Regulation requires subdistrict committees to meet at least every six months.

Policy

1. To be eligible for municipal appointment to a subdistrict committee a person must not be employed by the watershed district to which they are being appointed.

Westlake Watershed District 			Policy Directives		
Section # 2.5		Date Approved		Date of Revision April 8, 2022	
Subject Board Member Revocation		Tom Anderson Board Chairman		Date Issued	
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1	

General


In certain situations, it may become necessary for a board or a subdistrict to remove a member of the board.

Relevant Legislation and Regulation:

- Section 11(2) of the Watershed Districts Regulation enables a board or subdistrict to remove a member of the board by a resolution which is supported by at least 2/3 of the total number of members
- Section 11(3) of the Watershed Districts Regulation requires the board or subdistrict to provide a copy of the resolution(s) removing the member to the corresponding municipality

Policy

1. At least 2 weeks prior to the vote for removal, the chair, or vice-chair, if the chair is the member to be removed, will notify, in writing:
 - the manager of Watershed Districts and Programs
 - the member that is the subject of the resolution for removal
 - the chair of the district board, if the member in question is a member of a subdistrict
 - the municipality that the member represents on the board or subdistrict
 - all members of the board or subdistrict
2. At the meeting where the resolution is to be voted on,
 - a representative from Watershed Districts and Programs will be present, but does not vote;
 - the member in question may, but is not required to be present and if present is eligible to vote; and,
 - if the vote is in favour of removing the member, there will be a brief recess and the member will be asked to leave the meeting.
3. Within one week of the vote to remove a member the chair of the board or subdistrict will provide a copy of the resolution and the results of the vote to the following:
 - the manager of Watershed Districts and Programs
 - the chair of the district board, if the individual in question is a member of a subdistrict
 - the municipality that the individual represents

Westlake Watershed District 			Policy Directives		
Section # 2.6		Date Approved		Date of Revision April 8, 2022	
Subject District Staff		Tom Anderson Board Chairman		Date Issued	
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1	

General


Watershed district boards have the authority to hire staff as necessary to ensure the operation of the district.

Relevant Legislation and Regulation:

- Section 13 of The Watershed Districts Act requires watershed districts to hire a treasurer or secretary-treasurer (administrator), and enables the board to hire additional employees.
- Section 19(1) of the Watershed Districts Regulation outlines the responsibilities of the administrator.
- Section 22 of the Watershed Districts Regulation enables two or more districts to jointly employ staff and requires a joint employment agreement.

Policy

1. To do their job effectively, the administrator should be granted signing authority for the district (Policy 2.7).
2. Districts are encouraged to develop an organizational chart, job descriptions and an employee performance review process for staff.

Westlake Watershed District			Policy Directives	
Section # 2.7		Date Approved		Date of Revision April 8, 2022
Subject District Partnerships		Tom Anderson Board Chairman		Date Issued
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1

General


Watershed districts may enter into partnership agreements with various levels of government, government agencies, or other organizations for the purpose of carrying out or supporting a watershed management plan.

Relevant Legislation and Regulation

- Section 21 of The Watershed Districts Act outlines provisions for districts entering into partnership agreements, including the ability to undertake ecological goods and services projects and programs, and the ability to delegate administration of an agreement to a standing committee of the board.

Policy


1. District boards must consider program priorities and financial considerations, including the watershed district's budget, when developing partnership agreements.
2. Partnership agreements may be in the form of a partnership, program agreement, or as part of an action or objective to implement goals set forth in a watershed district's watershed management plan. Boards are required to seek approval from Watershed Districts and Programs prior to including any **cost-shared** fund allocations into a proposed partnership agreement.
3. Any individuals or groups taking part in a partnership agreement with a watershed district may be appointed to the watershed district board as part of the two additional board member appointments, at the discretion of the board (Policy 1.3.5).

Westlake Watershed District 			Policy Directives		
Section # 2.8		Date Approved		Date of Revision April 8, 2022	
Subject Powers and Duties Of the Board		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1	

The Westlake Watershed Board is the governing body of the Westlake Watershed District. The Board operates within the Watershed Districts Act and has all of the powers, duties and authorities set out by that Act. The Board will be primarily concerned with the broad questions of policy. The application of the policies is an administrative task which should be performed by the administrators and staff employed by the Board.

Without in any way restricting the generality of its function, the powers and duties of the Board will include the following:

- Establishing policy that will provide direction for the administration of the Watershed District.
- Providing or making provision for the conservation programming for all residents in the watershed.
- Employing and/or terminating the employment of all staff members.
- Approving the budget, financial reports, audits, expenditures and payment of obligations, and policies whereby the Administration may formulate procedures, regulations and other guides for the orderly accomplishment of business.
- Estimating and seeking to provide funds for the operation, support, maintenance, improvement and development of the Watershed District.
- Providing for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of the Watershed District.
- Having the Watershed District program evaluated in order to determine the effectiveness with which the Watershed District is achieving its conservation purposes.
- Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of conservation business.
- Providing for the distribution of information relating to the District necessary for creating a well-informed public.

Westlake Watershed District 			Policy Directives	
Section # 2.9	Date Approved		Date of Revision April 8, 2022	
Subject Board Elections	Tom Anderson Board Chairman		Date Issued	
	John Berthaudin Board Vice-Chairman		Page 1 of 1	

Re: Sub-District Appointment Procedure

Sub-District Committee

9(1) Where a district is divided into sub-districts, there shall be a committee for each sub-district consisting of two ratepayers appointed by each included municipality, only one of whom may be a member of the council of each included municipalities.

9(2) Where the included area exceeds five square miles but does not exceed 15 square miles, the council of the included municipality shall appoint only one ratepayer of the municipality to the sub-district.

The nominations and election of Board members shall be conducted annually at the annual meeting from the Sub-District member appointments.

The annual meeting will be held in January or February of each year.

The nominations and election of Board members shall be conducted according to the provisions of the Watershed Districts Act.

There is no limitation on the term of a Board member.

Appointments would be as follows:

Sub-District #157	R.M. of Lakeshore	1 Councilor
	" " "	1 Ratepayer
	Mossey River Municipality	1 Councilor
		1 Ratepayer
Sub-District #107	R.M. of Lakeshore	1 Councilor
	" " "	1 Ratepayer
	R.M. of Alonsa	1 Councilor
	" " "	1 Ratepayer
Sub-District #113	R.M. of Alonsa	1 Councilor
	" " "	1 Ratepayer

Sub-District #110	R.M. of Alonsa " " "	1 Councillor 1 Ratepayer
Sub-District #160	R.M. of Alonsa " " " RM of Westlake-Gladstone	1 Councillor 1 Ratepayer 1 Councillor 1 Ratepayer
Members at Large/floating	2 seats available	


Provincial Appointee - Appointed by the Minister of Water Stewardship and Conservation.

As stated in the Act, the term ratepayer can be either a councillor or a non-elected individual appointed by the respective council. Therefore, those municipalities appointing 2 members to the sub-district could appoint 2 non-elected persons or 1 councillor and 1 non-elected individual. Those appointing 1 member to the sub-district could ultimately do the same (i.e. 1 non-elected or 1 councillor).


Term of the Municipal Member

- 5(1) A council of an included municipality appointing members to a sub-district committee shall appoint
- (a) one member of a sub-district committee for a term of one year, and
 - (b) one member of the sub-district committee for a term of two years.
- 5(2) In subsequent years, the council shall appoint one member of a sub-district committee each year for a term of two years.
- 5(3) When an included municipality appoints one member to a sub-district committee as required in 9(2) and 9(3) of the Act, the term of that member shall be two years.

(If you have any questions about the above information or need further clarification, please call. On behalf of the District, we would also like to ask that if your appointments to the District were affected by the recent election, please appoint your representative(s) (and specify if they are Councillor or Non-Elected member) as soon as possible and advise our office at your earliest convenience as our monthly meetings and Watershed District budget presentations are fast approaching.)

Westlake Watershed District  Policy Directives		
Section # 2.10	Date Approved April 8, 2022	Date of Revision
Subject Board Member Election Tie Breaker	Tom Anderson Board Chairman	Date Issued
	Walter Tymchuk Board Vice-Chairman	Page 1 of 2


In the event of a tie during sub-district election of a board member, the vote will be determined using all members to vote.

Westlake Watershed District  Policy Directives		
Section # 2.11	Date Approved April 8, 2022	Date of Revision
Subject Board Members-at-large	Tom Anderson Board Chairman	Date Issued
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

Westlake Watershed District has designated two seats on the Board to Members At Large. These seats will be designated as follows:


One Member-at-large board seat may be designated to a municipality not having representation on the main board. This will ensure that all member municipalities are represented on the board.

The second member-at-large seat will be designated to any additional district partners providing a financial contribution and formal partnership agreement with Westlake Watershed District.

Westlake Watershed District 		Policy Directives
Section # 2.12	Date Approved January 15, 2016	Date of Revision
Subject Qualifications of Board Members	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1


A person is qualified to be nominated for and elected as a trustee of the Watershed District board, if the person

- is a Canadian citizen;
- is of the full age of 18 years, or will be of the full age of 18 years at the date of the election;
- is an actual resident in the Westlake Watershed District; and
- is not disqualified under any Act, and is not otherwise by law prohibited, from being a Board member or from voting at elections in the Watershed District.

Westlake Watershed District  Policy Directives		
Section # 2.13	Date Approved January 15, 2016	Date of Revision
Subject Declaring a Seat Vacant	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

A Watershed District Board or Sub-District Committee member shall declare a seat vacant and, order an election or municipal representative to fill that seat when the member of that seat:

- is deceased, or;
- has submitted a resignation in writing to the administrator, or;
- has failed to attend 3 consecutive regular meetings of the Board/Sub-District without authorization of the Board by resolution recorded in the minutes, or;
- ceases to be a resident of the Westlake Watershed District.


Westlake Watershed District  Policy Directives		
Section # 2.14	Date Approved January 15, 2016	Date of Revision
Subject Conflict of Interest	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

Board members are required to file with the Administrator of Westlake Watershed District a Disclosure of Personal Interests. This statement is to be made prior to taking office as a Board member. This statement is confidential.


In addition to this initial statement a Board member is required, whenever the Board is about to consider any matter in which the trustee 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.


All assets and interests must be disclosed by filed statement upon becoming a Board member and refiled only when assets or interests are obtained affecting a conflict of interest.

Westlake Watershed District  Policy Directives		
Section # 2.15	Date Approved January 15, 2016	Date of Revision
Subject Inaugural Board Meeting	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

The inaugural meeting shall be in JANUARY or FEBRUARY of each year.

Westlake Watershed District  Policy Directives		
Section # 2.16	Date Approved January 15, 2016	Date of Revision
Subject Board Officers	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

At the inaugural meeting, the Board members present shall elect from among themselves a Chairperson and Vice-Chairperson for the next ensuing year and the administration and manager shall preside at the election.

Westlake Watershed District 			Policy Directives		
Section # 2.17		Date Approved		Date of Revision April 8, 2022	
Subject Board Committees		Tom Anderson Board Chairman		Date Issued	
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1	

The Chairperson of the Board shall appoint committees as required by the Board.

Standing committees would normally be appointed for a one-year term at the inaugural meeting each year. The standing committees of the Board are:

- Finance – board must appoint 2 members to the Finance Committee annually
- Personnel – board must appoint 3 members to the Personnel Committee annually
- GROW (Growing Outcomes in Watersheds) this committee is appointed at the GROW committee meeting and reports back to the main Watershed District Board
 - a) Committee membership. Membership is at the discretion of the board and any individual that the board deems appropriate may be on the committee.
 - b) Purpose of the committee, including specific purpose, goals, and reporting.
 - c) Operation of the committee, including its decision making authority and reporting structure.

Special committees may be appointed by the Board for special assignments. These committees shall be appointed by the Chairperson and shall serve until their assignment is complete or until disbanded by a motion of the Board.

POLICY 1.8 STANDING COMMITTEES

General


A board may establish a standing committee to oversee a project or program. For example, a board may establish a standing committee for the purpose of implementing a Local Growing Opportunities in Watersheds (GROW) Program.

Relevant Legislation and Regulation

- Section 11.1 of The Watershed Districts Act enables the district board to establish one or more standing committees as it considers necessary. It identifies the terms that must be included in the by-law establishing a standing committee including: committee composition, functions and operations and allows for persons who are not members of the board or subdistrict to serve on a standing committee.

Policy

2. Standing committees may be responsible for a one-time study, a project or ongoing projects or programs including Growing Outcomes in Watersheds or GROW.
3. Standing committees established to implement GROW will be referred to as Local GROW Committees and must abide by all of the terms and conditions set out in the GROW Guide. A template for the establishment of Local GROW Committees is available.
4. Standing committee terms must define:

Westlake Watershed District			Policy Directives	
Section # 2.18		Date Approved January 15, 2016		Date of Revision
Subject <u>Duties of the Chairperson & Vice-Chairperson</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

The Chairperson of the Board shall perform all duties imposed by the *WATERSHED DISTRICT Act* and other duties as may be prescribed by action of the Board.


Some of the main duties are:

- to preside at meetings of the Board and to decide questions of order
- to preserve order at all times and to endeavour to have business before the Board conducted with propriety and dispatch
- to appoint committees required by the Board, except when the Board may decide otherwise, and to be an ex-official member of such committees
- to call special meetings of the Board
- to sign official WATERSHED DISTRICT documents that require the signature of the Chairperson's Office.
- to exercise his/her right to vote on all motions before the Board. (In cases of tie votes the motion is considered to be defeated).

NOTE: Board chair has the right to vote always, but needs to show impartiality. Can exercise right to vote by secret ballot or abstain from voting.

"Parliamentary Procedure allows the chair to vote only in special circumstances: The chair can always vote in a small board or committee; the chair can always vote if the vote is secret; The chair can always vote if that single vote would affect the result." <https://civility.co/uncategorized/can-the-chairman-of-a-meeting-vote/>

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or during his/her disability, and such his/her powers and duties as the Board may from time to time decide.

Westlake Watershed District 			Policy Directives		
Section # 2.19		Date Approved		Date of Revision	
Subject <u>Regular Board Meetings</u>		Tom Anderson Board Chairman		Date Issued	
		John Berthaudin Board Vice-Chairman		Page 1 of 1	

The Board shall meet once monthly unless otherwise determined by the Board. Prior agreement for the place of the meeting shall be decided by the Board. Notice of all regular meetings shall be given by the Administrator so that the notice will be received at least 3 days before the meeting. Notice may be given personally or in writing stating the place, date, and hour of the meeting.

All regular meetings of the Board shall be open to the public except those portions that are declared to be "in-camera" sessions of a committee of the whole Board.

"In-camera" sessions may be called at the discretion of the Chairman or by motion of the Board for discussion of problems dealing with personnel, negotiations, appointments, disciplinary action or any other areas of a legal or personal nature. When an in-camera session is held, the Board shall reconvene in open session for the presentation of any motions dealing with the topic under discussion.


The following agenda format will be used for all Regular Board Meetings.

AGENDA

Committee of the Whole (In-Camera)

BUSINESS MEETING

- 1.01 Approval of Agenda
- 1.02 Approval of Minutes
- 1.03 Approval of Cheque Listing/Accounts
- 1.04 Delegations
- 1.05 Provincial Planner Update
- 1.06 Business Arising from Previous Meetings
- 1.07 New Business (Additions to Agenda - Action)
- 1.08 Manager's Business Report (Action)
- 1.09 Reports of Committees
- 2.00 Information and Correspondence
- 2.01 Adjournment


Westlake Watershed District  Policy Directives		
Section # 2.20	Date Approved January 15, 2016	Date of Revision
Subject <u>Special and Emergency Board Meetings</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

Special

The Chairperson of the Board, or in his/her absence the Vice-Chairperson of the Board 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 notice as a regular meeting and once a quorum ($=1/2+1$) is present have the same status as a regular meeting and business is conducted in the usual manner.

Emergency


The Board may hold a meeting at any time and any place to deal with an emergency situation if all the members consent thereto and are present thereat. If these conditions are met then an emergency meeting has the same status as a regular meeting and business is conducted in the same manner.

Westlake Watershed District 			Policy Directives		
Section # 2.21		Date Approved January 15, 2016		Date of Revision	
Subject <u>General Regulations For Board Meetings</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 2	


All Board meetings will be governed by the following general rules and regulations:

- Each and every member of the Board has equal rights.
- The Chairperson should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present.
- If a quorum is present, but the Chairperson is absent, the Vice-Chairperson should call the meeting to order.
- A quorum is a majority of the whole Board (50% + 1) and no business can be legally transacted without a quorum being present. The number required for a quorum does not change if there is a vacancy.
- If there is no quorum when the meeting is to begin those present may proceed in one of the following ways:
 - Reschedule the meeting
 - Proceed with the business of the meeting operating as a committee so that when a quorum is present the legally constituted meeting could approve the decisions made by the committee.
- The first person recognized by the Chairperson as desiring to speak has the right to the floor.
- No member shall be interrupted while speaking unless he is out of order, or on a point of privilege, or for clarification.
- When a matter is before the Board; the consideration of same cannot be interrupted except on a motion: for adjournment; to table; for postponement; for referral; or for amendment.
- During a presentation by a delegation, the Board members should not express opinions but should only ask questions for clarification. The time limit for a delegation presentation is 10 minutes, with an additional 5 minutes for follow up. The Board should discuss the presentation during the normal course of the meeting.
- Exceptions to procedural rules within the jurisdiction of the Board can be made by unanimous consent of the entire Board.
- The agenda for a regular meeting should be prepared by the Administration in consultation with the Chairperson of the Board and should be provided with the notice of meeting. Individual members can have items included in the agenda by contacting the Chairperson or the Administration. Additions to the agenda at the time of the meeting should be discouraged unless they are of an urgent nature and should be added only if approved by a majority of the Board members.

- When members of the public attend a regular Board meeting they may be given the opportunity to ask questions for clarification at some point during the meeting.
- No regular or special meeting of the Board will extend beyond 4 hours in duration except by a motion approved by the majority of the Board members present.
- Agenda to be out 3 days in advance

Westlake Watershed District 		Policy Directives	
Section # 2.22	Date Approved March 6 th , 2019	Date of Revision January 25 th , 2019	
Subject <u>Motions/Resolutions</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016	
	Walter Tymchuk Board Vice-Chairman	Page 1 of 2	

- The Chairperson shall read each motion to the Board, giving the mover and seconder the floor, before it is debated.
- Any Board member who has made a motion has the liberty to withdraw it with the consent of seconder.
- An amendment may be moved on any motion, and shall be decided before the original motion, but no more than one amendment to an amendment shall be entertained. An amendment can only modify the motion, not change the intent of the motion.
- A motion for adjournment shall always be in order, and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board.
- A motion for postponement takes precedence over a motion for referral, and a motion for referral takes precedence over a motion to amend or a vote on the original motion.
- A motion is:
 - postponed - to a specific date
 - referred - to a committee
 - tabled - indefinitely
- A decision of the Board may be reversed
 - at a subsequent meeting provided that written notice of a proposal to reverse the decision is given from at least one meeting to the next, and a majority of the total number of Board members vote in favour of the reversal.
- A final decision of a motion is approved through a Board resolution.
- All money spent in Westlake Watershed District shall be done with a resolution, exception to manager or administrator with a spending allowance limit.
 - Resolution needed for expenditures over allowance limit.
- Emergency limit
- Those members present, including the Chairperson, should be required to vote on every question unless a conflict of interest has been declared. If a member abstains from voting, his/her abstention will be considered a negative vote. A tie vote shall be declared lost.
- If any member considers themselves grieved by the decision of the Chair, it shall be his/her privilege to appeal to the Board, and the vote on such appeals shall be taken without debate except that the mover of the appeal may explain his/her reasons for appealing and the Chairperson may explain his/her reasons for the ruling.
- Before a vote is taken, a member may request that his/her vote be recorded in the minutes by the Administrator.


Westlake Watershed District 			Policy Directives	
Section # 2.23		Date Approved January 15, 2016		Date of Revision
Subject: <u>In-Camera Session Committee of the Whole</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

The Board may meet "in-camera" as a committee for any of the following purposes:

- To discuss matters of negotiation with employees or their representatives.
- To discuss matters pertaining to salaries or fringe benefits or any District employee.
- To consider information regarding appointment, employment, or dismissal of an employee.
- To discuss the acquisition of real property.
- To discuss litigation or potential litigation against the District.
- To consider staff/Board disciplinary cases.
- To consider appointment of a member to fill a vacancy on the Board.
- To take any other action where the statutes or regulations allow or require a close section.

Whenever an in-camera session is held the Board shall meet in open or regular session to take final action.

In-camera sessions of the Board are strictly confidential and information discussed in these sessions must not be made public other than by the consent and/or direction of the Board as a corporate body.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 2.24	Date Approved January 15, 2016	Date of Revision 2024
Subject <u>Policy Adoption & Revision</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

The Watershed Districts Act empowers watershed district boards to develop and implement schemes that provide for the protection, management, control and prudent use of resources. Watershed districts are publicly funded and have a corporate responsibility to develop and adopt policies respecting board governance, administration, programming and financial management.

Section 11.1 of The Watershed Districts Act outlines requirements of a board to make by-laws (policies) respecting procedures to appoint and remove members of the board, calling and conducting of board and subdistrict meetings, establishment, composition and function of standing committees and any other matter that the board considers necessary.

Policies are adopted by the WD board to provide guidance and authority for the operations of the Watershed District. Policies also ensure that similar situations are dealt with consistently.

Adoption of new policies or the revision or cancellation of existing policies is a formal responsibility of the Board.


The Board should strive to keep policies current. It is therefore a particular responsibility of individual Board members and Watershed District staff to call to attention policies that are in need of revision.

When new or revised policies are introduced they should be deferred until a subsequent meeting for adoption to permit reflection, review or further study. Policy development and revision will be completed through board resolution and recorded in the meeting minutes.

When deemed appropriate by the WD board, review of proposed policy may be sought from other employees and/or the public before adoption. Interim policy may be adopted until formal policy can be developed to meet urgent or emergency conditions. Watershed residents who would like to provide comments on policies are encouraged to submit written comment to the chair of the subdistrict within which they reside or to the Watershed District office staff.


Section 20(2) of the Watershed Districts regulation requires a board to ensure by-laws (policies) and minute book are publicly available. It is the responsibility of the manager to establish and maintain a plan for preserving and making accessible the policies adopted by the Board, and for developing the administrative procedures to put them into effect. Policy manuals should be reviewed by the WD board and updated as required through board resolution.

The policy manual will be available for examination during regular office hours at the Westlake Watershed District office or from any board member. Any person who wishes a copy shall be charged a fee of \$0.25/page. The policy will also be posted on the Westlake Watershed District website.

Westlake Watershed District 			Policy Directives	
Section # 2.25		Date Approved January 15, 2016		Date of Revision
Subject <u>Manager in Board Member Policy Absence</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

In cases where action must be taken within the District and, where the Board has approved no guides for administrative action, the Manager shall have the power to act. With a limit of \$2,000.00 expenditure with an attempt to contact a board member for approval

Their decision, however, shall be subject to review by the Board at its regular meetings. It shall be the duty of the administrative staff to inform the Board promptly of such action and of the need for policy in that particular area.

Westlake Watershed District			Policy Directives	
Section # 2.26		Date Approved January 15, 2016		Date of Revision
Subject <u>Orientation of New Members</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

The magnitude of Watershed District responsibility calls for knowledge of and orientation in too many areas of information and understanding. Under the guidance of the experienced Board members and the Watershed District office administration, orientation will be provided to new Board members. Each member should receive a copy of the Watershed District Act, Policy Manual, Program Policy and Procedures (needs to be done – board members steps and process to take for projects) Watershed District 101, and the District map on a flash drive or hard copy on request.

Example:

THE SUB-DISTRICT MEMBER'S ROLE

A sub-district member must be familiar with local resources. If problems arise (for example, flooding or erosion), the member can present these problems for discussion at sub-district committee meetings. The committee may decide to include a solution to the problems in the sub-district's program of works.

A sub-district member also acts as a link between his or her municipal council and the Board.


HOW TO RESPOND TO A SUB-DISTRICT PROBLEM

First, become familiar with the policies and responsibilities of the Conservation District as described in this handbook. Obtain a map of your sub-district outlining areas for which you are responsible.

If a resource-related problem occurs in your sub-district, obtain all relevant information about the problem. Refer to the back of this handbook for "Guidelines for Problem Identification".


If a problem requires immediate attention, contact the District Manager. If it does not require immediate attention, bring the problem to the next sub-district meeting for discussion.

If a landowner contacts the Manager directly, the Manager will ask him or her to contact the appropriate sub-district member to discuss the problem.

Westlake Watershed District 			Policy Directives	
Section # 2.27		Date Approved January 15, 2016		Date of Revision
Subject <u>Recognition of Retiring Board Members & Staff</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

When a member or staff retires or terminates his/her service on the Board, an appropriate resolution expressing sincere appreciation shall be placed in the minutes of the Board. Members with 5yrs of service will receive a small token of appreciation and members who have been appointed for over 10yrs will receive a bigger token of appreciation. Gift to be approved by board before purchase is made.

Retirement: An employee may retire from employment at a time mutually agreeable to the Board and the employee. The employee may qualify for a retirement pension through the Municipal Employees Benefits Program (MEBP).

Westlake Watershed District 		Policy Directives	
Section # 2.28		Date Approved	Date of Revision
Subject <u>Provincial Recognition and Signage</u>	Tom Anderson Board Chairman		Date Issued
	Board Vice-Chairman		Page 1 of 1

General

Watershed districts are publicly funded through provincial, municipal and external grant agreements. All funders and partners should be given adequate recognition on district communications, extension products and signs

Policy


1. Provincial Recognition:

Manitoba must be recognized on all district public communication and extension products, including but not limited to websites, media advertisements, publications, and project sign. Provincial specifications for the placement and size of the Manitoba logo are available from Watershed Districts and Programs.



2. District Boundary Signs

- a) District boundary signs are required to be standardized throughout the province with consistent lettering, size, colors, and branding and must be pre-approved by Manitoba Infrastructure.
- b) Watershed Districts and Programs will coordinate district requests for sign refresh when necessary. Manitoba Infrastructure will order the signs based on provincial specifications and will install the signs on behalf of the district where approved.
- c) Maintenance of boundary signs is the responsibility of each watershed district.

Westlake Watershed District 		Policy Directives	
Section # 2.29		Date Approved	Date of Revision
Subject <u>Code of Conduct</u>	Tom Anderson Board Chairman		Date Issued
	Board Vice-Chairman		Page 1 of 2

Background

Watershed district board members and staff should avoid any situation which might result in an actual or perceived misconduct or conflict of interest and conduct themselves in their official and personal relations in a manner which elicits the respect and confidence of their fellow citizens.

A conflict of interest is any situation in which an individual attempts to, or is perceived to promote a private or personal interest which results or appears to result in an improper personal material gain or advantage by virtue of their position.

Relevant Legislation and Regulation


The following sections of the Watershed Districts Regulation provide specifications for code of conduct and conflict of interest:

- Section 21 requires that each watershed district board must establish, by by-law, a code of conduct for its members and employees.
- Section 23 (1) allows a district to enter into agreements with board members and sets a limit of \$50,000 for the cumulative value of the agreements annually; (2) limits a board member's ownership of a company entering into agreements to 10%; and (3) states that a board member must recuse themselves from a part of a board meeting when the board is deliberating on an agreement with that board member.

Policy

1. Board or subdistrict members and staff are responsible for immediate disclosure of any situation or matter where there is a conflict of interest or potential for a conflict of interest. If a board member or staff is unsure whether a conflict of interest may exist, they are responsible to seek clarification from the board. Appendix D provides a template for a Conflict of Interest Declaration form.
 - a) The board or subdistrict shall decide by unanimous vote (excluding the individual with a potential conflict of interest) whether a conflict of interest exists. If a decision cannot be reached, the matter shall be referred to Watershed Districts and Programs.
 - b) No board or subdistrict member shall be present for discussion or vote by the board on any matter where it has been decided that a conflict of interest exists.
2. All board or subdistrict members and staff have an obligation to act in a manner that will bear public scrutiny.
3. A district's code of conduct for members and employees should include the following components:
 - a) Board or subdistrict members and staff must avoid employment or outside involvement which reduces, or demonstrates the potential to reduce, the ability to give the watershed district impartial service.

- b) Board or subdistrict members and staff shall not divulge confidential or restricted information which they gain by reason of their position.
- c) Board or subdistrict members and staff should exercise care in the management of their private affairs so as not to benefit or appear to benefit from the use of information acquired during the course of their official duties, where the information is not generally available to the public.
- d) Board or subdistrict members and staff 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.
- e) Board or subdistrict members and staff should not give preferential treatment to any person or organization in which they have a family, financial or other interest.

<div> <div>Westlake Watershed District</div>  <div>Policy Directives</div> </div>		
Section # 2.30	Date Approved January 15, 2016	Date of Revision
Subject <u>Programming Planning and Priorities</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

General


Implementing watershed management plans are a priority for districts, as legislated through The Watershed Districts Act and The Water Protection Act.

Relevant Legislation and Regulation

- Section 10(1) of The Watershed Districts Act stipulates that the board of watershed district is responsible for managing the affairs of the watershed district and should:
 - study and investigate such resources of the watershed district as may be necessary to prepare a **scheme**; and,
 - develop and, subject to section 21, implement a **scheme**.
- Section 21 of The Watershed Districts Act addresses board implementation of a **scheme**, minister approval, and states that the board must have regard for the applicable watershed management plan.
- Sections 2 and 3 of the Watershed Management Regulation designate the boards of watershed districts as water planning authorities for the watersheds identified in the regulation schedule.
- Part 3 of The Water Protection Act outlines the process for the preparation of watershed management plans including content (section 16), consultations (section 17) and process for ministerial approval, amendments and periodic review (sections 18-22).

Policy

1. As outlined in The Watershed Districts Act and Regulation, districts will implement an annual program or **scheme** that includes consideration of the applicable watershed management plan. Where a watershed management plan does not exist, the district will implement programming relevant to local and provincial watershed priorities. This **scheme** or annual program will be reflected in the district's annual budget and will be submitted to Watershed Districts and Programs for ministerial approval.
2. Any studies, projects or management plans undertaken outside the boundaries of a district's watershed management plan(s) should be funded as part of project costs of the district's **local funds**. **Cost-shared** funding spent outside of district boundaries require approval from Watershed Districts and Programs, and all included municipalities.
3. Funding for studies or plans must be included in the annual budget process.

<div> <div>Westlake Watershed District</div>  <div>Policy Directives</div> </div>		
Section # 2.31	Date Approved January 15, 2016	Date of Revision
Subject <u>Programming Considerations – Data Acquisition</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 2

General


On-going improvements in technology and data collection have resulted in opportunities for watershed districts to acquire data to improve watershed programming. As watershed districts are publicly funded, any acquisition of new spatial data or establishment of monitoring or data collection programs must be coordinated with Watershed Districts and Programs.

Policy

1. Districts interested in purchasing and acquiring new data are required to submit a proposal to Watershed Districts and Programs.
 - a) This policy does not apply to data that are free (including base maps provided through ArcGIS online) or has been made available from a district partner, such as wetland inventory data.
 - b) New data acquisition includes, but is not limited to LiDAR, aerial or satellite imagery, or monitoring data including but not limited to citizen-science, water quality and quantity, groundwater quality and quantity, fisheries and wildlife habitat or population data.
2. Upon approval from Watershed Districts and Programs, a district may include the cost of the data acquisition project in their regular budget process.
 - a) Districts can purchase or acquire data using 3:1 **cost-shared** dollars, external funding, or 100% municipal levy funds.
 - b) Provincial grant funding allocated to purchasing or acquiring data may not exceed the amount approved during the annual budget approval process.
 - c) Districts are required to record data as an asset purchase.
3. Districts will involve Watershed Districts and Programs throughout the project and make allefforts to establish partnerships to reduce the district's share of the costs, eliminate any duplication, and maximize benefits of purchasing and acquiring data.
4. Any data that the district purchases or acquires using public funding (this includes provincial funding and municipal levies) must be shared with, at no additional cost to, the province, municipalities and the public.
5. Citizen science monitoring programs are endorsed as an education and awareness tool. Use of data collected from citizen science programs must be discussed with Watershed Districts and Programs prior to use for assessment of trends, watershed health or the health of aquatic ecosystems.

6. Districts are required to partner with Agriculture and Resource Development via Watershed Districts and Programs when initiating programs that may overlap with provincial mandates and/or directives including:
 - a) Districts are required to contact the Water Quality Management Section for approval prior to initiating any water monitoring programs.
 - b) Districts are required to contact the Wildlife and Fisheries Branch for approval prior to installing any waterbody aeration systems.
7. Districts shall not consider initiatives that are:
 - a) Contrary to federal, provincial and municipal acts, regulations or policies;
 - b) Not financially sustainable through the District's regular operating budget;
 - c) The jurisdiction or authority of other government, non-government, and private agency mandates (i.e. waste and waste water management or recycling); or
 - d) Required by legislation

Section 3: Fiscal Management

Westlake Watershed District 			Policy Directives		
Section # 3.1		Date Approved January 15, 2016		Date of Revision	
Subject <u>Annual Budget Preparation & Adoption</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 1	

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 in accordance with the requirement and timelines of the Conservation Districts Commission and the procedure outlined below.

- The Sub-District Committees and Board submit program and budget recommendations.
- The Manager/Administration prepares a preliminary budget.
- The preliminary budget may be reviewed and optionally presented to R.M. Councils.
- The budget is presented to the Watershed District Board for comment, review and approval by resolution.

POLICY 2.1 DISTRICT BUDGETS

Background

Watershed districts are required to develop an annual operating budget as prescribed in section 24 of The Watershed Districts Act.

Relevant Legislation and Regulation


- Sections 24 to 27 of The Watershed Districts Act outline the terms and requirements for district budget development and approval.
- Section 24.1 of The Watershed Districts Act outlines requirements for the development and approval of a district's annual budget:
 - (1) the board must prepare an annual budget with respect to its operations;
 - (2) the budget must be submitted for ministerial approval in the form and at the time specified;
 - (3) Amendments made to the budget must be approved by the minister; and
 - (4) the board must not make any expenditures that are not within the limits set by the annual budget without written approval of the minister.

Policy

1. Watershed districts are required to develop an annual budget in the format provided by Watershed Districts and Programs.
 - a) Budget expenditures and outcomes must target improvements to watershed health and resiliency.
 - b) District budgets are tiered as follows:

Tier 1	<ul style="list-style-type: none"> • Administration and assets • Board governance • Staff and expenses
Tier 2	<ul style="list-style-type: none"> • Watershed plan implementation
Tier 3	<ul style="list-style-type: none"> • Waterway infrastructure

2. Budget deviations of \$5,000 or more, as well as any new budget items or new project initiatives must be discussed with the watershed planner and are subject to approval by Watershed Districts and Programs prior to expenditure.
 - a) Districts must include a variance explanation on subsequent financial reports.

 Westlake Watershed District			Policy Directives	
Section # 3.2	Date Approved		Date of Revision	
Subject <u>Funding</u>	Tom Anderson Board Chairman		Date Issued	
	Board Vice-Chairman		Page 1 of 4	

Background

Watershed districts receive funding primarily from four sources: an annual provincial grant, matching municipal levies, **local** contributions, and other government and non-government sources. These are identified as either **cost-shared** funding or non-cost shared funding.

Cost-shared funding:

Manitoba Agriculture and Resource Development provides operating grants to watershed districts for the purpose of addressing actions and objectives identified during a watershed planning process, and in some cases to maintain surface waterway infrastructure. All provincial grant funding is subject to annual appropriation through the provincial budgeting process. Districts are required to collect matching municipal levy: one dollar from included municipalities for every three dollars provided by the Province.

Collectively, the provincial grant and matching municipal levies are identified as **cost-shared** funding.

Non cost-shared funding:

Watershed districts supplement annual **cost-shared** funds through locally-generated funding and third-party external grants. These sources may include additional municipal, provincial, federal, non-governmental, corporate and private funding sources. The board has the authority to spend these funds through their approved budget.

Watershed districts must report **cost-shared** and non cost-shared funding using the following examples, and according to the policies on the following pages.

A. Cost-Shared Funding		B. Non Cost-Shared Funding	
Provincial Grant	Matching Municipal Levy	Local Funds	External Funds
Annual grant provided by the provincial government.	<p>Included municipalities are required to match the provincial grant at a minimum rate of 3:1.</p> <p>For every \$3 the province provides, included municipalities must collectively contribute \$1 at minimum.</p> <p>Only the minimum municipal match is recorded in this column.</p>	<p>These funds are sourced locally within the district and may include:</p> <ul style="list-style-type: none"> • Additional municipal levies above the required 3:1 match that are voluntarily provided to the district by included municipalities • District-generated revenue • Landowner contributions • Local donations 	<p>External grants provided by government or non-government sources.</p> <p>Examples of external funding include GROW, the Conservation Trust, and Ag Action funding.</p>

POLICY 2.2a COST-SHARED FUNDS

Relevant Legislation and Regulations

- Section 24.1 of The Watershed Districts Act requires a board to prepare an annual budget with respect to its operations, subject to sections 25 and 26.
- Sections 25-27 of The Watershed Districts Act provides the authority for watershed districts to collect levies from included municipalities, and to submit the requested levies to the watershed district.
- The schedules in the Watershed Districts Regulation outline the formulas to determine the levy amounts.

Provincial Grant

- a) The Province endeavors to provide an annual grant to each watershed district. The total annual provincial grant must be matched with a minimum of 25% municipal levy funding, to satisfy the 3:1 **cost-shared** ratio requirement.
- b) Provincial grant expenditures shall be prioritized toward implementation of watershed management plans approved under Part 3 of The Water Protection Act.
- c) Provincial funding may be expended only on those items that appear on the district's approved annual budget per Policy 2.1.
- d) Provincial grant expenditures shall be limited to the jurisdictional boundary of the district unless listed in the district's approved annual budget.
- e) Districts may not use provincial grant monies to provide grants to other organizations, government departments or agencies, or private industry.

Municipal Levies

- a) Watershed district boards are required to pass a resolution annually to approve the levy financial request from included municipalities.
- b) Districts should work with included municipalities to determine if additional municipal levies are required for local programming needs beyond the minimum 3:1 provincial funding match requirement.
- c) Watershed districts should share annual budgets and communicate upcoming annual program priorities with included municipalities on an annual basis.


POLICY 2.2b NON COST-SHARED FUNDS

Local Funds

- a) Municipal levies in excess of the required 3:1 **cost-shared** ratio voluntarily provided to the district by included municipalities are considered **local** funds.
- b) Additional **local** funds include district revenue, landowner contributions and local donations.
- c) The board may transfer additional municipal levies (**local** funds) into a **local** reserve if:
 - The 3:1 **cost-shared** funding ratio has been satisfied; and,
 - The funds in the **local** reserve have a purpose defined in board policy.

Other Funding, including External Funds

- a) A district may not use non-municipal funding in lieu of municipal levies.
- b) Districts are encouraged to apply for external grant funding when available and appropriate.
- c) External funding must be applied to the expenditure it is designated for prior to expending **cost-shared** funding.

Westlake Watershed District 			Policy Directives		
Section # 3.3		Date Approved January 15, 2016		Date of Revision	
Subject <u>Financial Reporting</u>		Tom Anderson Board Chairman		Date Issued	
		Board Vice-Chairman		Page 1 of 1	

Provincial grants are conditional upon receiving accurate and complete financial reports by reporting deadlines.

Relevant Legislation and Regulation


- Section 24.1(2-4) of The Watershed Districts Act defines the requirements for watershed districts to develop an annual operating budget, as referred to in Policy 2.1
- Section 32(1) of The Watershed Districts Act requires a board to maintain accounting records in a form satisfactory to the Auditor General.

Policy

1. Financial reports are to be submitted in the prescribed format provided by Watershed Districts and Programs, and follow the schedule below:

Interim budget	February 1
Final budget	30 days upon provincial grant notification
Interim financial report	November 15
Final financial report Annual report summary of activities	April 25
Annual audit Adjusted final financial report Inventory listing Listing of audit adjustment entries	July 15

2. Watershed Districts and Programs staff and included municipalities may request financial reports and audit records at any time to reconcile financial reports.
3. Programming initiatives that deviate from the district's approved budget must be approved by Watershed Districts and Programs. Requests are to be submitted in the provided format as outlined in Policy 2.2.

Westlake Watershed District			Policy Directives
Section # 3.4	Date Approved January 15, 2016	Date of Revision	
Subject <u>Municipal Notice of Annual Financial Levy</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016	
	John Berthaudin Board Vice-Chairman	Page 1 of 1	


The administrator will advise all municipalities of the annual financial levy and method/timing of payment ***as soon as Province advises of provincial grant amount or March.***

The Board will approve the schedule of payment as follows:

August 31st of each year

November 30th of each year


The request for payment will be in the form of a dollar value levy.

<div> <div> <div>Westlake</div> <div>Watershed District</div> </div> <div>  </div> <div>Policy Directives</div> </div>		
Section # 3.5	Date Approved	Date of Revision
Subject <u>Reserve Accounts</u>	Tom Anderson Board Chairman	Date Issued
	Board Vice-Chairman	Page 1 of 1

Reserve accounts may be established using **cost-shared** funding for current and future infrastructure and large-scale projects. In addition, **local** reserve accounts may be established at the discretion of watershed district boards using non **cost-shared** funding.

Policy

1. Subject to approval by Watershed Districts and Programs, watershed districts may establish and administer **cost-shared** reserve accounts.
2. **Cost-shared** reserve accounts must follow the outlined terms:
 - a) Requests to establish a reserve account using **cost-shared** dollars must be submitted to Watershed Districts and Program in the prescribed form by March 31 of the previous fiscal year.
 - b) Districts must identify anticipated use and timing of funds in their request to establish a **cost-shared** reserve account.
 - c) Districts may request reprioritization of funds, with sufficient explanation. Funds may only be used for approved projects as identified in the reserve account request.
 - d) Watershed Districts and Programs may cap funding amounts that can be transferred to a **cost-shared** reserve account annually.
 - e) Contributions to **cost-shared** reserve accounts must be identified in the district's annual budget.
3. Watershed Districts and Programs may, at any time, require the discontinuance of any reserve fund and any provincial funding remaining in the account shall be used within the fiscal year, at the direction of Watershed Districts and Programs.
4. Prior to the use of **cost-shared** reserve account funds, the watershed district must:
 - a) Approve, by resolution of the board, the specific purpose and amount of **cost-shared** reserve funds required; and,
 - b) Submit a request for approval to Watershed Districts and Programs.
5. **Local** reserve accounts may be established by a resolution of the watershed district board, outlining the purpose and source of the funding.
6. Both **cost-shared** and **local** reserve account balances must be reported in the district's annual audit (Policy 2.5)

<div><div><div>Westlake Watershed District</div><div></div></div></div>		Policy Directives	
Section # 3.6		Date Approved January 15, 2016	Date of Revision
Subject <u>Board Signing Authority</u>		Tom Anderson Board Chairman	Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman	Page 1 of 1

As a corporate body the WATERSHED DISTRICT requires two signatures on all legal documents and banking transactions.

For legal documents the signatures shall be:

- the Chairperson of the Board, or in their absence a board/sub-district board member,
- the Administrator of the WATERSHED DISTRICT

For banking transactions, the signatures shall be:

- the Administrator is required
- the Chairperson of the Board, or in their absence a board/sub-district board member,


POLICY 2.7 APPROVAL OF EXPENDITURES AND SIGNING AUTHORITY

Background


All district expenditures must be approved by the board. Boards are required to delegate signing authority.

Policy

1. The board must delegate signing authority to a minimum of 3 individuals as follows:
 - a) The financial administrator, or the manager, or both may be delegated signing authority.
 - b) A minimum of two board members may be delegated signing authority.
 - c) Subdistrict members not on the district board cannot be delegated as signing authorities.
2. Cheques must be signed by two individuals with signing authority, one of whom must be a board member. Staff and board members with signing authority must not sign any cheques of which they are the recipient.
3. Cheques are not to be pre-signed and stamped signatures may not be used.
4. Boards must approve of any pre-authorized payments or electronic payments via resolution. Boards may pass a resolution approving regular pre-authorized or direct deposit payments.
5. All expenditures must be approved by the board through resolution or in accordance with district policy.
6. All invoices must be reviewed by district staff and the financial committee, where applicable, to ensure accuracy.

Westlake Watershed District			Policy Directives	
Section # 3.7		Date Approved January 15, 2016		Date of Revision.
Subject		Tom Anderson Board Chairman		Date Issued January 15, 2016
<u>Banking Services</u>		John Berthaudin Board Vice-Chairman		Page 1 of 1

Westlake Watershed District funds will be deposited at a financial institution as determined by the Board. 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 at those times.

Westlake Watershed District 			Policy Directives		
Section # 3.8		Date Approved		Date of Revision	
Subject: <u>Audits</u>		Tom Anderson Board Chairman		Date Issued	
		Board Vice-Chairman		Page 1 of 2	

The WATERSHED DISTRICT will have a complete audit at the end of each fiscal year. The audit will be conducted in accordance with standard audit procedures and the Conservation District Commission Policy and Procedures.

The board will appoint an auditor for the WATERSHED DISTRICT.

Board approved audits will be submitted to the Manitoba Conservation and Water Stewardship, Watershed Planning and Programs as per Commission policy timelines.

The preparation of accurate financial statements and an audit provides critical information required for effective decision-making on behalf of boards and staff. Audits and periodic reviews of financial statements ensure appropriate grant accountability of public funds.


Relevant Legislation and Regulation

- Section 32(2) of The Watershed Districts Act requires a board to have its accounts audited annually, at the expense of the board by an auditor approved by the Auditor General, and that a copy of the auditor's report will be filed with the Auditor General.

Policy

1. Watershed districts are required to satisfy financial management, accounting and audit controls as required by their corporate status, as defined by the Canadian Revenue Agency.
2. Hiring an auditor shall be done through a tender process with defined terms of reference. The terms of reference must include audit expectations, timelines, and applicable program policies. Auditors approved by the Auditor General include certified general accountants authorized to practice in Manitoba, or members of the Institute of Chartered Accountants of Manitoba.
3. Watershed districts are required to follow the current *Watershed Districts Sample Audit* as a template for their annual audit. The sample audit should be provided to the district's auditor in preparation for their annual audit, and includes the following requirements:
 - a) A detailed disclosure of wages paid by the district in excess of \$75,000 annually per The Public Sector Compensation Disclosure Act. This amount includes wages only and does not include employee expenses.

- b) A district's year-end surplus or deficit. Over-expenditures of provincial funding shall not be recorded as a receivable from the province. A district's year-end **local** dollars cannot be recorded as a deficit.
 - c) Detailed municipal levy information. Current year levies and previous fiscal year's levies are required.
 - d) Any other non cost-shared funds, including external grants, shall be detailed in a supplemental table including the funding source and amount. Current year grants and previous fiscal year's grants are required.
 - e) A schedule (note) outlining the current status of any reserve funds including deposits and withdrawals.
 - f) Assets shall be reflected in a supplemental table which summarizes each asset class, as identified in Appendix C. All acquisitions and disposals of capital assets must be recorded using consistent amortization rates as defined by each district's auditor. Capitalization limits for assets have been identified in Appendix C.
 - g) If applicable, a summary of fraudulent activity.
 - h) Districts' remuneration rates and sum of remuneration expenses for the reporting period.
4. As outlined in Policy 2.3, watershed districts are responsible for providing the following to Watershed Districts and Programs no later than July 15th annually:
- a) One unbound original hard copy and one PDF version of the audited financial statements, both of which have been signed by two board members.
 - b) Any financial control recommendations issued by the auditor.
 - c) An unaudited annual **inventory** report, in the supplied **inventory** report template.
 - d) An updated version of the final financial report, with any audit adjustments.
 - e) A list of auditor adjusting entries.


Westlake Watershed District 		Policy Directives	
Section # 3.9		Date Approved	Date of Revision
Subject <u>Surplus and Deficits</u>		Tom Anderson Board Chairman	Date Issued
		Board Vice-Chairman	Page 1 of 1

Background

District boards are responsible for the management and accountability of district finances and all financial decisions on an annual basis. Where situations arise and the district is in a provincial surplus or deficit position, the board shall review individual district policies and conform to the policies respecting the terms and conditions of the provincial grant.

Policy

1. A district's year-end schedule of operating grants (template provided by Watershed Districts and Programs, per Policy 2.1) shall clearly state the amount of provincial grant allocated and remaining at the end of each fiscal year.
2. The province assumes no responsibility or liability to cost-share on over expenditures.
3. Districts shall only maintain a provincial surplus if approved for carry-over by Watershed Districts and Programs. In the event the district neglects to conform to the carry-over terms, the following year's grant will be reduced by the amount equal to the surplus.
4. Districts shall record, as revenue, the total amount of provincial grant received each fiscal year and the annual operating budget shall account for the deficit, if incurred.
5. Any under or over expended portions of a district's provincial grant as of March 31 will be adjusted in the district's next fiscal grant. Unexpended portions of a district's provincial grant not approved by Watershed Districts and Programs must be returned to the province, no later than April 30, as directed by Watershed Districts and Programs.

Westlake Watershed District  Policy Directives		
Section # 3.10	Date Approved January 15, 2016	Date of Revision
Subject <u>Retention of Financial Records</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

The following specifies minimum periods for retaining the WATERSHED DISTRICT financial records.

Permanently


- Any legal documents, certificates, and Minutes (investments, etc.)

Seven Years from end of Fiscal Year

- Cancelled cheques and bank statements
- Duplicate Deposit slips
- Bank Reconciliation (Digital)
- Cash Receipts
- Vendors invoices and vouchers attached to duplicate cheques
- Other financial summary reports

Data Back up

All critical operations and financial data are to be automatically backed up using an offsite data backup service such as Crash Plan (Trademark).

Westlake Watershed District 		Policy Directives	
Section # 3.11		Date Approved	Date of Revision
Subject <u>Borrowing Authority</u>	Tom Anderson Board Chairman		Date Issued
	Board Vice-Chairman		Page 1 of 1

Background


Watershed districts may borrow money for purposes approved by the board. Borrowing limits are defined in the Watershed Districts Regulation.

Relevant Legislation and Regulation

- Section 28 of The Watershed Districts Act stipulates that a board may borrow money for purposes of its operation subject to the limits set out in Regulation.
- Section 4 of Schedules 1-14 of the Watershed District Regulation sets out the authorized borrowing limit of each watershed district.

Policy

1. Districts must declare any intent to borrow funds in their annual budget process, and submit a written request to Watershed Districts and Programs for approval.
2. Borrowing of funds falls into one of two methods:
 - a) Where the total monies borrowed (the outstanding balance of previously borrowed funds and/or the value of the proposed amount to be borrowed) does not exceed the borrowing limit established in their respective schedule of the regulation, then no approval beyond the annual budget process is necessary.
 - b) Where the total monies borrowed exceeds the borrowing limit established in the regulation, the district requires approval by included municipalities. Resolutions in support of borrowing the additional funds must come from every included municipality.
3. The province assumes no responsibility or liability to cost-share on borrowed monies.


<div> <div>Westlake Watershed District</div>  <div>Policy Directives</div> </div>		
Section # 3.12	Date Approved	Date of Revision
Subject <u>Asset and Inventory Control</u>	Tom Anderson Board Chairman	Date Issued
	Board Vice-Chairman	Page 1 of 1

Background

Effective acquisition, management and disposition of **physical assets** are necessary to achieve efficient management, accounting and reporting of financial resources.

Policy

- Inventories must be accounted for using a recognized accounting or control method to ensure **inventory** counts provide for accurate recording and valuation. Record of inventories should include description, condition, unit count and purchase values. District boards are required to establish an appropriate **inventory** and asset control system and shall adopt policies to mitigate asset loss risks.
- The purchase of assets must be identified in the district's annual budget and approved by Watershed Districts and Programs.
- Inventory** purchased and used for a project within the fiscal year shall be coded to the project at the time of use.
- Inventory** purchased that will not be used for a project within the fiscal year shall be charged to the district's **inventory** account, and recorded as **inventory**. It is not recorded in the district's financial report at that time, but is instead charged to the **inventory** asset account.
 - In a following fiscal year, and at the time of use, the **inventory** will then be expensed to a project. It may at that time be expensed as **cost-shared** or **local** dollars.
 - At the time of expensing **inventory** to a project it must be shown in the district's financial report.
- All **inventory** debits and credits must be recorded in the supplied **inventory** reporting template, and submitted to Watershed Districts and Programs on July 15th annually.
- Districts may not carry-over more than 20% of a district's core budget in **inventory** from one fiscal year to the next, unless the board has obtained written approval from Watershed Districts and Programs.
- The district shall make all asset purchases through a tendering process that follows conflict of interest codes set out in regulation and policies, except where emergencies dictate otherwise.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 3.13	Date Approved 2016	Date of Revision 2024
Subject <u>Tendering and Procurement (Replaced Purchases and Contract Work)</u>	Tom Anderson Board Chairman	Date Issued
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

Background


Watershed districts carry out project works that often require the purchasing of materials and the contracting of services, which must be awarded through a tendering process to ensure transparency. WD boards are required to develop board policies on how tenders and quotes will be reviewed and approved.

The following principles will guide the procurement practices of the WD:

1. To obtain the best value for the taxpayers' dollar;
2. To prove an equal opportunity to all qualified suppliers to compete for the items or services that the Watershed District is in need of;
3. To promote fairness, goodwill, transparency and encourage competitive bidding;
4. To protect the interests of the Watershed District.

Policy

1. District boards are required to develop board policies on how tenders and quotes will be reviewed and approved, as per the Watershed Districts Program Policy and Procedures Manual.
2. Districts must use an informal or formal tendering process for purchases and contracts as defined in a, b, and c. Tendered rates and costs are to be approved by board resolution. Tenders may be accepted as formal or informal tenders, and can be accepted electronically as follows:
 - a) Informal: purchase of goods or services between \$2,500.00 and \$20,000.00. An informal tender includes three or more quotes from suppliers. If less than three quotes are submitted, the board has the discretion to award the job to the contractor of their choice who provided a quote. See Policy titled Informal Contracts.
 - b) Formal: purchase of goods or services over \$20,000.00. A formal tender includes the use of a formal tender document in writing from suppliers to the Westlake Watershed District. A formal tender may include supplementary information, including schedules, maps, project specifications, insurance requirements and work-related references. See policy titled Formal Contracts.
 - c) Purchases and contract work under \$2,500.00 do not require tenders. See policy titled Purchases and Contracts under \$2500.00.
3. Upon request, districts are obligated to provide details of awarded contracts to Watershed Districts and Programs.
4. The Watershed District is not required to award the job to any or the lowest quote.
5. Any Purchases or Contract Work from Board Members must meet requirements of Section 23 (1) of the Watershed District Regulation, Agreements with Board Members Policy, Purchases and Contract Work Policy and Tender and Quote Review and Approval Process Policy

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 3.13	Date Approved 2024	Date of Revision
Subject <u>Purchases and contracts under \$2,500</u>	Tom Anderson Board Chairman	Date Issued
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1


Background

The following principles will guide the procurement practices of the WD

- To obtain the best value for the tax payers' dollar;
- To prove an equal opportunity to all qualified suppliers to compete for the items or serves that the Watershed District is in need of;
- To promote fairness, goodwill, transparency and encourage competitive bidding;
- To protect the interests of the Watershed District.

Policy

- Contractor approval will be by board discretion based on rate sheets, performance history, and availability. The lowest rate or any rate may not be accepted.
- Westlake Watershed District will require annual rate sheets which include:
 - Date
 - Contact information for Contractor (Including Business Name, Business Contact Name, Business Phone Number, Business Mailing Address, WCB #)
 - Available services and associated rates
- It is the responsibility of the contractor to ensure that the information is kept current and accurate with Westlake WD office
- The Watershed District will publicly post the request for annual rate submissions by February 1st of each year on the WD website, MAW website, through social media, and any other suitable outlets.
- Contractors who have submitted annual rates in the previous year to Westlake watershed district will be contacted directly through email, providing that the WD has the most recent contact information for the contractor. As such, contractors should ensure that their contact information is up to date.
- Annual rate sheet submissions from contractors will be due March 31st of each year.
- Annual rate sheets will be reviewed and approved by the Watershed District board.
- Any contractor hired by the Watershed District must have a current WCB number
 - Contractors must abide by the Watershed Districts' Respectful Workplace Policy. It is the contractor's responsibility to ensure that all provincial and federal environmental standards are met.
 - The contractor is required to carry \$2,000,000.00 liability insurance.
 - The Contractor shall be liable for damage caused to utilities located at the work site.

Westlake Watershed District 		Policy Directives	
Section # 3.13	Date Approved 2024	Date of Revision	
Subject <u>Informal Tender Process (for purchases and contracts between \$2,500.00 to \$20,000.00)</u>	Tom Anderson Board Chairman	Date Issued	
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1	

Background


The following principles will guide the procurement practices of the WD:

1. To obtain the best value for the taxpayers' dollar;
2. To prove an equal opportunity to all qualified suppliers to compete for the items or services that the Watershed District is in need of;
3. To promote fairness, goodwill, transparency and encourage competitive bidding;
4. To protect the interests of the Watershed District.

Policy

Contracts for Work \$2500.00 to \$20,000.00

- Westlake shall post RFQ (Requests for Quotes) publicly on the District website and on the bulletin boards in participating municipal offices. It is the contractor's responsibility to monitor the website for current postings.
- WWD will post RFQ's for a minimum of 8 days, except in the case of an emergency.
- RFQ must contain the following information:
 - Closing date for RFQ submission
 - Instructions to submit Quote
 - Project Description
 - Project Location (may include map as additional material)
 - Project Details (including cleanup)
 - Project Completion Date
 - Define penalties for project not completed as agreed
 - Cable locate (if applicable)
 - Date and time for site visit with staff and contractors, if applicable
 - Request for WCB#
 - It is the contractor's responsibility to ensure that all provincial and federal environmental standards are met.
 - The contractor is required to carry \$2,000,000.00 liability insurance.
 - The Contractor shall be liable for damage caused to utilities located at the work site.
- RFQ submissions from the contractor are to be received by Westlake Administrator or Manager by email or letter on or before closing date.
- Contractor approval will be by board discretion based on quote, performance history, and availability. The lowest quote or any quote may not be accepted.
- Contractors must abide by the Watershed Districts' Respectful Workplace Policy.

Westlake Watershed District 			Policy Directives	
Section # 3.13		Date Approved 2024		Date of Revision
Subject <u>Formal Tender Process for Purchases and Contracts Greater than \$20,000.00</u>		Tom Anderson Board Chairman		Date Issued
		Walter Tymchuk Board Vice-Chairman		Page 1 of 1

Background


The following principles will guide the procurement practices of the WD:

1. To obtain the best value for the taxpayers' dollar;
2. To provide an equal opportunity to all qualified suppliers to compete for the items or services that the Watershed District is in need of;
3. To promote fairness, goodwill, transparency and encourage competitive bidding;
4. To protect the interests of the Watershed District.

Policy

Formal Tender Process for Purchases and Contracts >\$20,000.00

- Westlake shall post Request for Tender publicly on the District website and on the bulletin boards in participating municipal offices. It is the contractor's responsibility to monitor the website for current postings.
- Request for Tender must contain the following information:
 - RFT documents available by request from the WD office
 - Closing date for submission
 - Project Description
 - Project Location (may include map as additional material)
 - Project Details (including cleanup)
 - Project Completion Date
 - Define penalties for project not completed as agreed
 - Cable locate (if applicable)
 - Date and time for site visit with staff and contractors
 - Request for WCB#
 - It is the contractor's responsibility to ensure that all provincial and federal environmental standards are met.
 - The contractor is required to carry \$2,000,000.00 liability insurance.
- The Contractor shall be liable for damage caused to utilities located at the work site. Sealed Tender submissions from the contractor to be received by Westlake WD by closing date.
- Sealed RFT submissions will be presented to the Board for review at the next board meeting.
- RFT submissions will be evaluated based on the following criteria:
 - Contractor approval will be by board discretion based on quote, performance history, and availability. The lowest quote or any quote may not be accepted.
- WD board resolutions related to RFTs will be recorded in the meeting minutes. Contractors must abide by the Watershed Districts' Respectful Workplace Policy.

Westlake Watershed District 			Policy Directives		
Section # 2.14		Date Approved January 15, 2016		Date of Revision	
Subject <u>Board and Sub-District Member</u> <u>Remuneration Rates</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 1	

- The Board and Sub District Members will be subject to yearly review:

- Mileage
- Meals
- Accommodation
- Time

Please see administrator for rates.

- Board Member and Sub-District Members will receive \$175.00 per board meeting plus mileage.
- Board Chairperson will receive \$200.00 per board meeting plus mileage
- Members attending additional meetings will be compensated (i.e. conventions/workshops/provincial committees) as approved by the Board.
- Special meetings: paid from when you leave home until the time you get back

POLICY 2.11 REMUNERATION RATES

Background


Watershed district members may be paid remuneration for the time spent and expenses incurred for attending to the business of the district as defined by individual board policy. Watershed district staff may also be reimbursed for out-of-pocket expenses incurred while attending to the business of the district.

Relevant Legislation and Regulation

- Section 12 of The Watershed Districts Act provides the authority for watershed districts to pass by-law regarding remuneration for time spent and expenses incurred in attending to the business of the watershed district.

Policy

1. Each watershed district board must approve a policy by resolution regarding remuneration rates and out-of-pocket expenses and procedures for reimbursement.
2. All watershed district remuneration rates and out-of-pocket expenses will follow the guidelines set out in Manitoba's General Manual of Administration.
3. In instances where watershed district remuneration rates defined by board policy exceed the rates for out-of-pocket expenses as set out in Manitoba's General Manual of Administration, the cost-sharing of those expenses shall be limited to government rates. **Local** funds must be used to pay the balance.

Westlake Watershed District 			Policy Directives	
Section # 2.15		Date Approved		Date of Revision
Subject <u>Legal Fees</u>	Tom Anderson Board Chairman		Date Issued	
	John Berthaudin		Page 1 of 1	

Background

Watershed districts are independent corporate organizations and therefore responsible for their own actions and activities. Legal fees for litigation will be included and approved through the districts annual budgeting and approval process.

Policy

1. Cost-sharing of legal fees are permitted as they relate to administrative matters, such as legal fees for land acquisition services or for the drafting of agreements.
2. Legal fees related to litigation are subject to approval from Watershed Districts and Programs in order to be eligible for cost-sharing. If not approved, costs associated with litigation may be paid at the board's discretion from **local** funds.

APPENDIX A: Glossary of Terms

Cost-Shared Funds: Provincial grant and municipal levy match funds.

District by-law: A policy developed by board resolution.

External Funds: Funds secured by a watershed district outside of the core 3:1 provincial-municipal funding, typically in the form of an external grant application format.

Inventory: Tangible goods purchased for projects such as rock, bentonite, geotextiles, seed, trees, composters, rain barrels, culverts, and fencing materials.

Local Funds: Funds sourced within the district from included municipalities, landowner contributions, local donations, and district generated revenue.

Municipal Levy Match Funds: Municipal levies provided to watershed districts annually, matched to the provincial grant at a minimum of the 3:1 cost-shared formula.

Physical assets: Non-financial assets having physical substance, such as land, buildings, computer software, imagery, equipment, furniture, computer software, and water control structures that are acquired, constructed or developed.

Provincial Grant: An annual grant provided by the Province of Manitoba to watershed districts.

Scheme: A program developed by or for a watershed district in accordance with the purposes of the Act. The annual projected work plan is reflected in the annual budgeting processes and approved by Watershed Districts and Programs.

APPENDIX B: Watershed Districts Program – Expansion Process

Expansion process for a municipal authority to join an existing watershed district:

INITIAL CONTACT

When a municipal council expresses interest to join a watershed district, the district should contact Watershed Districts and Programs staff.

INFORMAL MEETING

Upon invitation by the council, an informal meeting is held between Watershed Districts and Programs staff, the watershed district and the municipal council requesting to join the district.

REQUEST FOR PROPOSAL

The municipal council forwards a resolution requesting Watershed Districts and Programs to prepare a proposal outlining the terms and conditions (proposed financial structure, governance, and programming) of the agreement.

DRAFT PROPOSAL

Watershed Districts and Programs staff, with assistance from the watershed district and municipal authority, will draft the terms and conditions for participation (proposed financial structure, governance, and programming).

WATERSHED DISTRICT BOARD-REVIEWS DRAFT

Watershed Districts and Programs reviews the draft proposal with the district board and records comments.

FORMAL MEETING WITH INTERESTED COUNCIL

Watershed Districts and Programs, in partnership with the district, presents a copy of the proposal to the interested

council for consideration and discussion.

MEMBER APPROVAL

The district sends a copy of the proposal to all included municipal councils in the district and records comments. Individual councils may request a delegation to review the expansion proposal.

MUNICIPAL RESOLUTIONS

All municipal councils forward a certified resolution to Watershed Districts and Programs approving the proposal to expand the watershed district within 60 days of receiving the proposal, as outlined in section 7(4) of The Watershed Districts Act. Each included municipal council must endorse the expansion proposal.

BOARD RESOLUTION AND PACKAGE

Once all municipal resolutions endorsing the proposal are obtained, the Watershed District board passes a resolution accepting the expansion proposal and submits a request to the province for consideration.

PROVINCIAL ACKNOWLEDGEMENT

Manitoba Agriculture and Resource Development will review the final proposal and advise the interested council and watershed district of their decision regarding approval. The province will request that the council establish a by-law authorizing council participation.

BY-LAW

The council passes a by-law (example can be provided) setting the appropriate levy/mill rate and approving the council's inclusion in the Watershed Districts Program.

WATERSHED DISTRICT REGULATION

Manitoba Agriculture and Resource Development formalizes the partnership by adding the municipality to the district's schedule in the Watershed Districts Regulation.

NOTIFICATION

Upon receiving final approval, Manitoba Agriculture and Resource Development will inform the council and district.

APPOINTMENTS

The watershed district requests that council make appointments and remit levies per The Watershed Districts Act and Regulation.

APPENDIX C: Tangible Capital Asset Values and Amortization Rates

The following principles are to be applied with respect to classifying capital assets:

Capitalization Limit

The capitalization limit is the minimum acquisition cost an item or project must have in order to be recorded as a Tangible Capital Asset in that particular asset class.

Useful Life

The useful life (amortization rate) of an asset must conform to that of the asset class.

Straight-Line Method

The straight-line method is an approach of amortizing a Tangible Capital Asset which reflects a constant charge as a function of time and the amount amortized each year is constant.

Tangible Capital Asset Class Listings:

ASSET CLASS	ASSET DESCRIPTION	CAPITALIZATION LIMIT	AMORTIZATION RATE * (STRAIGHT-LINE)
1.	LAND Includes all land acquired (purchased or gifted since incorporation).	\$0	0%
2.	BUILDINGS – BRICKS, MORTAR, & STEEL Includes all office complexes, fish hatcheries, green houses, forest lookout towers, garages, sheds and any other solid foundation structure (purchased or gifted since incorporation).	\$0	40 years (2.5%/yr)
3.	BUILDINGS – WOOD FRAME Includes all office complexes, fish hatcheries, green houses, garages, sheds or any other solid foundation structure (purchased or gifted since incorporation).	\$0	25 years (4%)
4.	VEHICLES All vehicles intended for transportation.	\$10,000	5 years (20%)
5.	MACHINERY & EQUIPMENT All types of machinery or equipment (other than machinery and equipment used in road construction and maintenance –see asset class 7 below), used in the day-to-day operation of departments. Includes trucks over 1 ton.	\$10,000	10 years (10%)
6.	FURNITURE Desks, chairs, tables, filing cabinets, etc.	\$10,000	10 years (10%)
7.	LEASEHOLD IMPROVEMENTS Costs incurred to renovate, modify or improve accommodations leased by the district.	\$100,000	Over the lease term
8.	BRIDGES & STRUCTURES Bridges and structures of two or more meters which span and give passage over a waterway, deep valley, depression or some other obstacle such as another transportation route. Some special bridges are defined according to function. An overpass allows one transportation route to cross over another without traffic interference between the two routes. A viaduct carries a railroad or highway over a land obstruction. This class included culverts (concrete and metal) that are two or more meters in diameter. Bridges include all direct costs of construction including labour, materials, survey costs, and project specific design costs (i.e., location, approaches, environmental assessment and design, inspection costs, tendering costs and tendering construction costs.).	\$100,000	40 years (2.5%)

ASSET CLASS	ASSET DESCRIPTION	CAPITALIZATION LIMIT	AMORTIZATION RATE * (STRAIGHT-LINE)
9.	DAMS/WATER STRUCTURES Includes dams, reservoirs, weirs, canals, dikes, ditches, diversions, cut-offs, pump houses and erosion protection devices.	\$100,000	40 years (2.5%)
10.	MINOR BRIDGES AND STRUCTURES Includes remediation/betterments for existing bridge assets that are fully amortized, however the service potential can be enhanced by applying new engineering/structural standards that improve the physical output and service capacity.	\$50,000	10 years (10%)
11.	CULVERT INSTALLATIONS Replacement of small timber bridges and culvert structures of less than 2.0 meters in diameter.	\$50,000	40 years (2.5%/yr)
12.	LEASEHOLD IMPROVEMENTS Renovation, modification or improvement of accommodations leased by the Province.	\$100,000	Over the lease term
13.	COMPUTER HARDWARE – HOSTING ENVIRONMENT All equipment that can be considered a component of, is typically attached to, or communicates with an information system. Includes all servers (including software necessary for the server to deliver its intended function, not including the application).	\$50,000	5 years (20%)
14.	COMPUTER HARDWARE – PERSONAL COMPUTERS Purchase and installation of personal computers and local area network servers. To be capitalized on a workstation approach (i.e. include all components acquired to create a personal computer workstation).	\$10,000	4 years (25%)
15.	COMPUTER – MAJOR APPLICATION Includes costs to purchase, design, develop, modify and install a major computer software application. Includes off-the-shelf commercial software requiring major configuration. Includes all external (consultants) costs, internal (labour) costs and one-time license charges (i.e. ortho imagery)	\$500,000	15 years (6.67%)
16.	COMPUTER SOFTWARE – OTHER Includes off-the-shelf commercial software (that does not require major configuration) and one-time licenses intended for individual personal computers.	\$10,000	4 years (25%)
17.	COMPUTER SOFTWARE – OTHER Includes donated off-the-shelf commercial software and related upgrades or licenses intended for individual personal computers. Also includes local area network or communications software.	\$10,000	4 years (25%)

* These are the standard amortization rates established by policy. In situations where an asset's estimated useful life does not conform to policy, a case-by-case review can be initiated by the district owning the asset.

APPENDIX D: Conflict of Interest Declaration

Name:

Watershed District:

Position:

Declaration:

Include: nature of declaration; financial, personal, political, other employment, personal relationship, economic relationship, other

I understand that I will recuse myself on all discussion and decision making relating to this matter.


Signature:

Date:

Board Chair Signature:

Date:

Section 4: Administration: Human Resources

Westlake Watershed District 			Policy Directives		
Section # 4.1		Date Approved January 15, 2016		Revision No.	
Subject <u>Administrative Goals</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 1	

It is the administration's responsibility, under the direction of the Board, to mobilize, coordinate, develop and deliver the conservation programming in the District. The major responsibilities would include:

- Assist Manager in selecting staff.
- Maintaining facilities and office equipment.
- Providing secretarial, financial, and management duties to meet conservation goals.
- Acquiring supplies and equipment necessary for the operation of the District.
- Assist in delivery of programs and policy as directed by the Board.




Section # 4.2	Date Approved January 15, 2016	Date of Revision
Subject <u>Watershed District Administration</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

The Board shall appoint a Manager and a District Administrator as they deem necessary to achieve their administrative goals.

These positions cannot be filled by a person who is a member of the Board.

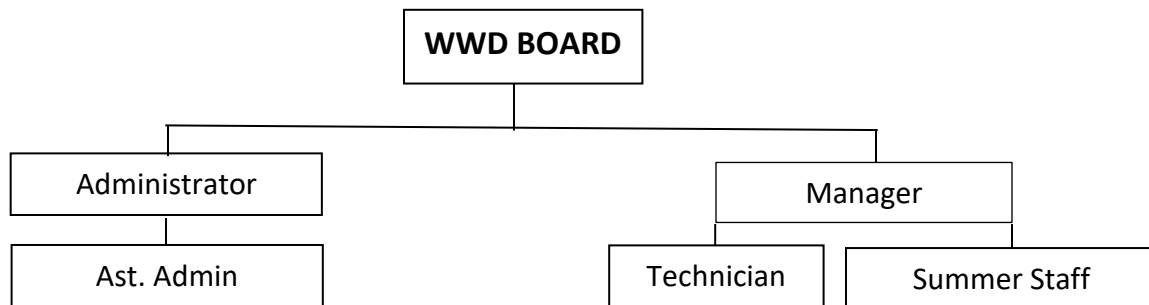
When vacancies occur, these positions can be filled on a temporary or acting basis until a suitable replacement can be found.


Westlake Watershed District  Policy Directives		
Section # 4.3	Date Approved January 15, 2016	Date of Revision
Subject <u>Board Organization Chart</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

All personnel employed by the Board shall be responsible to the Board through the Board Administration as shown in the Westlake Watershed District Organizational chart below.

All staff members shall refer matters requiring administrative action to the administrator immediately in charge of the area. (Administrators shall refer such matters to next higher authority when necessary.)

All administrators shall keep the person to whom they are immediately responsible informed of their activities as appropriate.




Westlake Watershed District  Policy Directives		
Section # 4.4	Date Approved January 15, 2016	Date of Revision
Subject <u>Bonding of Officials</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

Under Section 18 of “The Westlake Watershed Districts Regulations”, the Chair and the Administrator of each Board shall be bonded against loss occasioned by his/her default, dishonesty or neglect of duty, by a corporation licensed to carry on the business of guarantee of fidelity insurance in Manitoba, and the Board shall pay the premiums. The annual fee will be paid to Western Financial Group Insurance to cover all Board Members, employees and volunteers.

Definition of bonding (referenced by WikiAnswers.com)

“A bondable employee is someone who can be insured to handle cash and other valuables. Employers need to get insurance for loss or theft of goods. People with criminal convictions, especially theft and fraud, are usually not bondable.”

Section 5: Administration: General

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 5.1	Date Approved January 15, 2016	Date of Revision
Subject <u>Construction</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

Program Definition:

Westlake Watershed District will construct works to meet the objectives prescribed in its program policies.

Program Objectives:


The board will ensure that works are designed in consultation with the landowner, the appropriate municipality, and other concerned parties, and efficiently and appropriately constructed in accordance with applicable provincial and local standards.

Project Definition:

The Westlake Watershed District board and staff will use their discretion to cooperate with landowners regarding siting and design of any works, and will survey, design, and oversee construction of approved works.

Project Funding/Cost-sharing/Incentives:

Survey, engineering, and construction services will be considered a part of project costs, along with material costs, taxes, project – specific board remuneration, and contractors’ fees. The lowest or any tender for any job will not necessarily be accepted or necessarily needed. Discretion is given to Board.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 5.2	Date Approved January 15, 2016	Date of Revision
Subject <u>Land Acquisition</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

Program Definition:

The Westlake Watershed District may acquire or accept title to lands within the district if they are deemed as having value as:

- Wildlife habitat, either by virtue of their qualities or their scarcity in the surrounding area.
- Groundwater recharge area, especially if a regional aquifer is involved.
- An educational facility, and slated for development by the Westlake Watershed District or a cooperating agency.
- A critical erosion-prone area under agricultural or other use.

Program Objectives:

To maintain interspersed areas of habitat for wild animals and plants, such that natural populations will be sustained, and natural nutrient cycles will be allowed to persist. To protect groundwater reserves especially those in regionally significant aquifers, from contamination by materials and activities at the ground surface. To provide land and facilities suitable for outdoor resource-based recreation accessible to all residents and visitors to the district.

To prevent or reduce water and wind erosion of topsoil, where traditional land uses would leave the land vulnerable to such degradation.

Project Definition:


The Sub-District Board members, the Manager, and advisory staff will identify possible sites for land acquisition.

The Westlake Watershed District may:


- Accept a gift of land from a person, estate, or agency.
- Purchase land from a cooperative and willing vendor, with budget funds or external funds specified for that purchase.
- Efforts to stabilize, protect, or develop the lands will be carried out with the assistance of government staff and other external advisors.

Project Funding/Cost-sharing/Incentives:

For land purchases and leases, the district will endeavor to secure external funding or will use funds from the appropriate budget area.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 5.3	Date Approved January 15, 2016	Date of Revision
Subject <u>Review of Crown Land Sales</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

It is the Board's policy that each proposed Crown Land sale be reviewed on its own merit with the consideration to potential long term impacts of land use and potential land use on the health/sustainability of the watershed.


<div> <div> Westlake Watershed District </div> <div>  </div> <div> Policy Directives </div> </div>		
Section # 5.4	Date Approved January 15, 2016	Date of Revision June 5 th , 2024
Subject: <u>Equipment Use or Rental</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

The Board will not lend or rent any Westlake Watershed District equipment for private use.

Staff may survey for custom use at board approved rate.


At all times the district vehicles are used. The district staff is to fill out the logbook that is provided in each vehicle to log the date, odometer and destination along with staff initial.

All district vehicles are not to be used for personal use. In the occurrence of an emergency during business hours, the Board and or Manager is to be notified.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 5.5	Date Approved January 15, 2016	Date of Revision
Subject <u>Outstanding Right-of-Way on Regulation Infrastructure</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

Regarding outstanding right-of-way on Order in Council Infrastructure, the Board has agreed to:

- a) Purchase outstanding right-of-way, if possible on all order in council Projects from the co-operative landowner(s).
- b) A signed access agreement, or purchase of ROW, or caveat must be in place prior to beginning projects.
- c) Where right of way cannot be established for order in council infrastructure, the board may decide to use the powers granted in Watershed District Act to expropriate.
- d) Where order in council infrastructure lays within the municipal road allowance or right of way the board will endeavor to secure a memorandum or easement of understanding to allow access for maintenance on an on-going basis.
- e) Where a Provincial, Federal or non-government organization has right of way the board will endeavor to secure an easement to allow access for maintenance on an on-going basis.


<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 5.6	Date Approved January 15, 2016	Date of Revision
Subject <u>Payment of Bills Without Prior Authorization</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

WHEREAS the Westlake Watershed District Board is responsible to ensure all work done on their behalf is done in good faith and according to established standards; and

WHEREAS such monitoring can be ensured only if said work was approved before the fact;

THEREFORE BE IT RESOLVED THAT the Westlake Watershed District shall not be responsible for payment of any works that have not received prior approval by the Westlake Watershed District or a designated agent thereof as outlined in policy.

Section 6: Human Resources

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 6.1	Date Approved March 6 th , 2019	Date of Revision January 25 th , 2019
Subject <u>General Human Resources</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	Walter Tymchuk Board Vice-Chairman	Page 1 of 2

Working Hours: Normal District hours of operation will be Monday to Friday, excluding lunch break, from 8:30 to 4:30.

Probationary Period: Each person in a new appointment will be on probation for a period of six months. Either party may terminate employment without notice. Salary may be reduced, during the probationary period. Probation may be extended, terminated, or renewed at any time by mutual agreement of the Board and employee.

Salaries: The Board will set salaries according to their own discretion, and in consultation with the employee. Salary scales for similar civil service positions have been outlined by the Civil Service Commission. Adjustments to salaries shall be approved when probation period expires, or during the planning for the following year's budget and program. Pay periods shall be bi-weekly.

Conduct of Employees: Each employee shall observe standards of behavior and performance consistent with his/her function and role with the District. The employing authority will warn an employee who is habitually late or absent without leave during working hours, or fails to fulfill the obligations of the appropriate terms of employment, that continuance of the behavior could lead to disciplinary action. An employee who is absent without leave for a period of five working days shall be considered to have abandoned his/her position, and shall be deemed to have been terminated on the last day on which the employee was present at work.

Disciplinary Action: If just cause exists for disciplinary action, the employing authority will conduct an initial interview with the employee to advise him/her of concerns. Written detailed expectations and timing will be listed for the employee, and the employee will sign the document indicating acceptance and understanding. A second scheduled interview will be conducted: if the concerns have not been rectified to the satisfaction of the employing authority, the Board will consider further action, and will notify the employee in writing of their decision. Unless this process is followed, there shall be no justification for disciplinary action toward any employee.

Performance Review: Performance reviews shall be conducted annually for all District staff. The Board and staff will endeavor to raise positive suggestions at this time; negative criticisms will normally have been discussed with either the Chairman or Vice-Chairman immediately upon their arising, but may be summarized at the time of the review.

Employee Grievances: If an employee wishes to file a grievance against a fellow employee or a Board member, the employee may approach the Chairman or the Vice-Chairman, and they shall take up the matter with other members of the Board. If the grievance is held to be valid, the Board shall ensure that the situation is rectified to everyone's satisfaction, and that the employee suffers no undue retribution as a result of the grievance.

Resignation: A permanent employee will endeavor to give at least four weeks' notice to the Board before resigning. The employee will endeavor to make the resignation effective on the last day of a pay period.

Lay-Offs: If the employing authority is forced to lay off an employee due to lack of funding to deliver the program, the employee is entitled to at least four weeks' notice before termination. Any employees thus laid off will be the first considered for hiring if and when the program resumes.

Leave of Absence: Leave of absence may be granted to any employee, at the Board's discretion. The employee's position will not be guaranteed upon his/her return however he or she will be the first to be considered for any opening that arise.

Statutory Holidays: All employees shall observe the following holidays:

New Year's Day	Labour Day	Good Friday	Thanksgiving Day
Easter Monday	Victoria Day	Christmas Day	Louis Reil Day
Canada Day	Boxing Day	Civic Holiday	National Truth & Reconciliation Day


Remembrance Day when it falls on a working day.

When any of these holidays falls on a weekend, time off will be granted on another working day. When a holiday falls during annual vacation leave, an additional day shall be granted.

Annual Vacation for Full-Time Employees:

Employees shall be granted 2week vacation pay for the first completed year of service, as well as for the second and third; three weeks for the Fourth and Fifth Years; and 5 weeks for the sixth to 9th years, with 10 years + service earning 6 weeks. Annual vacation dates shall be approved in advance by the Board; leave may be taken in 2 or more periods, subject to Board approval. Carry-over of vacation time to subsequent years must be in accordance with Provincial employment standards. The Board will substitute equivalent pay for vacation time not taken by the employee by March 31.

Sick Leave: Emergency medical leave will accumulate at the rate of one day a month for the first three years, and 2 days thereafter, to a maximum of 85 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. The Board may authorize the granting of up to 5 sick days, if they are required, in advance of their being earned. When an employee becomes ill during annual vacation leave, the employing authority may grant and credit the employee alternate day vacation, to a maximum of 10 days. Sick days shall not be paid out for any reason.


Westlake Watershed District 			Policy Directives		
Section # 6.2		Date Approved March 6 th , 2019		Date of Revision	
Subject <u>Work Alone Policy</u>		Tom Anderson Board Chairman		Date Issued January 25 th , 2019	
		Walter Tymchuck Board Vice-Chairman		Page 1 of 1	

This policy should be followed by any staff member who is working outside the office alone, i.e.: field work, shed, etc. Any staff working alone must have a cellular phone.

1. That employee must notify office staff that they will be working alone. The employee will ask the available office person to be their contact.
2. The employee must write their agenda and location on board in office – in the event the employee is not in the office to do so, the office contact will.
3. The employee will phone the office at the beginning of the day and end of day (before 4:30).
4. Employee will not work alone on hazardous sights.

In the event that the office contact does not hear from the employee for one check-in, he/she will try to contact that employee via cell phone. If the office contact still has not heard from that employee, a search party will be formed of either available staff, board members, and/or locals in the area.

If there is not a contact person in the office, Westlake Watershed District employees should not be working outside alone. If that employee deems it necessary to be outside, he/she will make arrangements to contact the manager on his cell and to follow the other recommendations in this policy.

Westlake Watershed District			Policy Directives	
Section # 6.3		Date Approved January 15, 2016		Date of Revision
Subject <u>Manager's Job Description</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 2

GENERAL

Reporting to a local Board of Directors, the Manager is responsible for maintaining Board liaison with local municipalities, provincial and federal government; providing technical and professional information and advice on natural resource management issues; formulate Board programs and policies including project delivery and administration within provisions of the *Conservation Districts Act*; and supervise staff.

QUALIFICATIONS

Graduation from a recognized program in natural resource management and/or extensive experience in resource program planning and management; knowledge of agricultural land use and fundamental watershed principles; and strong interpersonal skills with the ability to communicate verbally and in writing.

Major responsibilities may be categorized into a series of functions, each involving a list of duties:

I INFORMATION CO-ORDINATOR

The Manager, in conjunction with the staff, acts as the heart of the Watershed District - constantly receiving information, direction, requests, etc. from a myriad of sources: Board, Commission, Conservation Districts Authority, Government, Municipalities, Sub Districts, Farmer/Landowner, Other Agencies

II PROJECT MANAGEMENT

Ensure works program is delivered according to schedule and budget. Organize, prioritize and administrate all Labour Crew related works (Inventory, Personnel, Equipment, Crossing Work, etc.) Ensure financial direction and decision initiative is provided, as required. Initiate and participate in special studies, investigations, inter-disciplinary projects and requests for services, as required by the District Board and Sub Districts.

III FUNDING & INFORMATION SEEKER

Investigate new initiatives, projects and programs complimentary to the District's general objectives. Actively seek out and secure external and RM funds to supplement the District Budget.

IV PROGRAM PLANNING & BUDGETTING

Promote long-term integrated resource planning. Assist with development of Resource Plan, Water Management Plan, Crossing Plan, Land Use Plan, etc. Implement and monitor approved plans. Prepare and submit annual program and budget. Prepare required project rationalizations, cost-benefit analysis and project descriptions. Develop programs, policies and guidelines in accordance with Board objectives, local needs and potential opportunities. Act as barometer to changes in local needs and concerns.

V ADMINISTRATION

Ensure District policies and guidelines are adhered to by staff, crew, Sub-Districts and Board. Ensure Commission Directives are adhered to. Ensure Direct Granting procedures are adhered to. Monitor, evaluate and suggest

improvements to District operation and efficiency. Supervise District full-time and casual staff. Ensure District activities are not in violation of Watershed District Act or other pertinent legislation. Administrate external funding arrangements, contracts and agreements. (Agri-food)Act on Board, Ratepayers and RM's behalf (unbiased & professional) & act in an advisory capacity to Sub-Districts & Board.

To facilitate Board decisions:

- Write reports
- Package information
- Prioritize information
- Summarize information


VI PUBLIC

Orchestrate Public Consultation for projects, programs, plans, etc. Always protect Board and District image.

Promote District visibility and maintain strong relationship with;

- RM's
- Ratepayers
- Government
- Media
- Agents
- Schools

Promote overall District programs, projects and objectives. Promote Conservation Ethic. Develop and implement a conservation education program that effectively involves local residents and youth groups. Keep the Board, Sub Districts, RM's and community informed of District and other conservation activities.

Westlake Watershed District 			Policy Directives		
Section # 6.4		Date Approved January 15, 2016		Date of Revision	
Subject <u>Administrator's Job Description</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 1	

GENERAL

Responsible for bookkeeping, payrolls, ordering supplies/inventory/equipment and general office duties (typing, filing, reception)

QUALIFICATIONS

Appropriate training/schooling in accounting & office management /administration

Duties: Invoices, payment, payrolls, receipts, deposits and subsequent entries, month-end reports, summary of expenditures, trial balance, balance sheet, income statement, bank reconciliation, A/P & A/R Summary, assist Manager with budget, attend board meetings and take minutes, and prepare information packages for board meetings.

Inventory - Entries, updates, verification

Year End -Preparation of all statements for Auditor Verification, Annual Reports for:

- Province of Manitoba
- Receiver General
- Municipal Employees Benefits Board
- Workers Compensation Board
- Included Municipalities
- Preparation of T4s and T4As


Staff Time Sheets- Labour crew, brushing crews, casual regular staff, and equipment rental verification, journal entries for non-cash entries

Calculation of Revenues & Invoicing to: RMs (Levies and Grants), landowners, culverts, installation, grassed waterways, forage etc, various external funding agencies

PR Duties: Web Page, Facebook, telephone & personal inquiries, Gov't agencies, landowners, etc

Other Duties as Assigned

The majority of work is done in a computer environment.

<div> <div> Westlake Watershed District  </div> <div>Policy Directives</div> </div>		
Section # 6.5	Date Approved March 6 th , 2019	Date of Revision January 25 th , 2019
Subject <u>Staff Benefits</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

Pension, Life Insurance and Disability Insurance will be maintained for all permanent employees, through the Municipal Employees Benefits Program, with their conditions for enrolment as per the MEBP Manual being adhered to. The employee and employer will share costs equally. Voluntary Insurance and Voluntary Accidental Death and Dismemberment coverage is at the employee's discretion and will be the responsibility of the employee. Extended Medical/Dental Insurance may also be arranged for, through Blue Cross, under Plan III, and will be covered by the employing authority.

Staff benefits are determined by the Board.


Staff performance, salaries, and benefits shall be reviewed at least once a year by the Board.

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

Compassionate Leave: The employing authority hereby agrees that should an employee require compassionate leave for personal reasons, then such leave shall be granted for death or illness for immediate family, to a maximum of 3 days, 2 days for extended travel if required depending on board approval.

New Parent or Adoptive Parent Leave: Leave will be granted in accordance with prevailing Provincial standards. This leave will not jeopardize the employee's position.

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 for the required period. All jury or witness fees received by the employee shall be remitted to the Westlake Watershed District.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 2.24	Date Approved	Date of Revision
Subject <u>Respectful Workplace</u>	Tom Anderson Board Chairman	Date Issued
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

RESPECTFUL WORKPLACE POLICY

Purpose: This policy provides direction and measures to assist watershed district employees and board members in recognizing, preventing and effectively addressing disrespectful behaviour, including sexual harassment and bullying.

Policy Statement: All watershed district workplaces, whether indoors on-site or in the field, require the cooperation and support of every member or individual involved in the operation of the watershed district. Employers and employees must be respectful, set a positive example and avoid 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 employee who experiences or witnesses behaviour in violation of this policy is encouraged to address it using the process outlined in this policy. Employees are not required to make a formal complaint. However, employers are obligated to address an issue they have been made aware of to maintain a harassment-free workplace for all employees. If an employer observes or is advised of more serious forms of inappropriate behaviour, 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 employee, members of the watershed district, a contractor, or client (eg. the public).

Objective: This policy aims to foster, maintain and provide guidance for a respectful workplace free of harassment, including sexual harassment and bullying, where all employees and members:

- Treat others with respect, dignity and fairness
- Have a clear understanding of their responsibilities, the options and the process for reporting and addressing violations of this policy.

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. This includes changes in work schedules and working assignments (provided that adequate training opportunity has been provided), performance reviews and evaluations, implementing disciplinary measures including dismissal for just cause, or any course of action taken by the employer for valid reasons does not constitute disrespectful behaviour, sexual harassment, harassment and/or bullying.
- Management and employees shall follow all laws and regulations set out in The Manitoba Labour Act, and all other applicable Provincial Acts and Statutes, as well as all terms agreed to in negotiated contracts.

Principles

Confidentiality and Anonymity: Employers and anyone else who receives a complaint or is involved in an investigation will not disclose the name of the complainant, alleged respondent or the circumstances related to the issue to any person except where it is necessary to investigate, take corrective action, or is required by law. However, it is important to note that confidentiality does not mean anonymity. Confidentiality is subject to the following limitations:

1. A supervisor is responsible for addressing every reported issue.
2. The person alleged to have acted inappropriately is informed of the allegations in sufficient detail to respond fully.
3. It may be necessary to interview witnesses.

These limitations on confidentiality should not discourage employees from reporting a concern.

Timeliness: Reported issues will be resolved as soon as reasonably possible and without undue delay.

Reprisal / Retaliation: Reprisal is not permitted against an employee exercising their rights in good faith under this policy. Any act of reprisal will be cause for disciplinary action up to and including termination of employment. Reprisal can include, but is not limited to, an actual or threatened harmful act, penalizing someone for making a complaint (e.g. a supervisor purposely giving stricter deadlines or an unmanageable workload after a complaint is made), withholding a benefit for making a complaint (e.g. future negative implications to career such as loss of job opportunities), or attempting to isolate or exclude an employee from work activities.

False Allegations: If it is determined that a false complaint was deliberately made for frivolous or vindictive reasons, the employee who made the false allegation may be subject to disciplinary action up to and including termination of employment. This does not apply to complaint made in good faith that are unproven or unsubstantiated.

Responsibilities

Employees:

- Be responsible for their behaviour.
- Demonstrate respect in the workplace at all times.
- Behave in a manner that will not reasonably offend, intimidate, embarrass or humiliate other, whether deliberate or unintentional.
- Refrain from participating in all types of inappropriate behaviour that could reasonably be perceived to be disrespectful behaviour, sexual harassment, harassment and/or bullying.

Employers and Supervisors:

- Follow the roles and responsibilities as outlined for all employers.
- Promote and take responsibility for fostering a workplace culture of respect, including setting a positive example of respectful behaviour.
- Ensure employees are aware of the policy and expected behaviours in the workplace.
- Intervene promptly once aware of sexual harassment, harassment/bullying and/or workplace violence.
- Ensure complaints are handled fairly, confidentially, effectively and in a timely manner, and that appropriate action is taken respecting any person under the supervisor's direction.
- Ensure complaints and all actions taken to resolve the issue are documented.
- Ensure there is no reprisal/retaliation against anyone who has come forward and made a complaint in good faith.
- Ensure workplace restoration measures are put in place following the resolution of a situation involving inappropriate behaviour.

Definitions

Respectful Behaviour: This behaviour values diversity, inclusion, dignity, courteous conduct, mutual respect, fairness, equality, and promotes positive communication and collaborative working relationships.

Inappropriate Behaviour: This is an overarching term used to describe disrespectful behaviour, sexual harassment, harassment, bullying and/or workplace violence.

Disrespectful Behaviour: This behaviour is disruptive to positive communication, courteous conduct and collaborative working relationships. Behaviour may also be disrespectful if it does not value diversity, inclusion, dignity, fairness and equality. More objectionable and severe forms of disrespectful behaviour are considered harassment and/or bullying.

Harassment: This policy uses The Manitoba Workplace Safety and Health Act and Regulation definition of harassment, which defines two different forms of harassment:

- Objectionable conduct that creates a risk to the health of a worker.
 - Conduct is objectionable if it is based on race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin; and/or
- Bullying behaviour
 - This behaviour includes severe conduct that adversely affects a person's psychological or physical well-being. Conduct is considered severe if it is repeated humiliation or intimidation that adversely affects a person's psychological or physical well-being; or
 - a single instance so serious that it has a lasting, harmful effect on a person.

Harassment may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

Sexual Harassment: This form of harassment is based on sex, gender (how one identifies including gender identity or expression or gender-determined characteristics) or sexual orientation. Sexual harassment can be sexual in nature, but can also include any form of harassment based on sex, gender or sexual orientation. Sexual harassment can also refer to behaviour that creates or permits a sexualized or sexually charged, or a negative / poisoned work atmosphere.

Sexual harassment includes, but is not limited to:

- Abusive remarks or behaviours based on sex, gender or sexual orientation
- Objectionable and unwelcome sexual solicitations or advances
- A reprisal, retaliation or threat of retaliation for rejecting a sexual solicitation or advance
- A reprisal or threat of reprisal for filing a sexual harassment complaint

Sexual harassment may be written, verbal, physical, online or electronic, a gesture or display, or any combination of these.

Workplace Violence: This term refers to the attempted or actual exercise of physical force against a person, or any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Procedure

To achieve the objectives, this policy outlines the steps in addressing inappropriate behaviour.

Reporting Contacts: Employees should make a complaint verbally or in writing to their immediate supervisor, the watershed district board chair, or other board member.

Addressing Inappropriate Behaviour: an employee can address inappropriate behaviour using either informal or formal resolution. If an employee is not comfortable addressing the situation informally, or for more severe forms of inappropriate behaviour, then formal resolution should be considered.

Informal Resolution: This approach focuses on collaboration and problem-solving rather than focusing on who is right and who is wrong. This approach can also empower individuals to focus on working together to find solutions that support a respectful working relationship moving forward. Options can include:

Communicating with the other person directly

An employee experiencing inappropriate behaviour may approach the person who made them feel uncomfortable, either in-person or in writing, to advise that the behaviour is unwelcome. The complainant may explain how their behaviour affected them and request that the behaviour stop. The respondent may not realize the impact of their behaviour and the feedback gives them the opportunity to change their actions.

Resolving with the support of the supervisor or another level of management


If an employee does not feel comfortable speaking to the respondent, an employee can discuss their concerns with their supervisor (verbally or in writing) to get the supervisor's advice or support. If the concern involves the supervisor, or the employee does not feel comfortable approaching the supervisor, they may contact the watershed district board chair or vice-chair.

Formal Resolution: This form of resolution is typically used for more serious cases of inappropriate behaviour and/or when information resolution is unsuccessful.

1. **Make a formal complaint:** Employees experiencing inappropriate behaviour or witnesses who have observed inappropriate behaviour can make a formal complaint at any time, regardless of when an incident may have occurred. Complainants are encouraged to report incidents as soon as possible after they occur as this assists with the ability to investigate and/or address the issue.
2. **Complaint is received:** The reporting contact receiving the formal complaint will have an initial conversation with the complainant to discuss their concerns and identify any additional safety measures of supports that may be needed.
3. **Watershed District Board Chair is notified:** The reporting contact will communicate all formal complaints with the watershed district board chair.
4. **Formal investigation begins (if applicable):** If a formal investigation is needed, separate meetings will be scheduled with the complainant, respondent and witnesses (if applicable) to gather information.
5. **A decision is made about disciplinary action:** The individual leading the investigation will make a recommendation as to whether the allegations are founded or unfounded and whether disciplinary action is warranted. The complainant and respondent will be advised of the results of the investigation in writing. The specific details may be withheld in accordance with privacy requirement, and the specifics of any discipline administered will not be provided to the complainant, only confirmation that appropriate action has been taken.

Suspension of Business / Services:

In addition, suspension of business and services with Westlake Watershed District may result if members of the public, clients or contractors are found to be in violation of this policy. Failure of individuals to act in a respectful manner will result in suspension of watershed district business and services, including prohibiting any further business or activities from occurring. Once the reason(s) for the suspension of services has been rectified to the satisfaction of the Watershed District Board, previous activities may resume.

<div> <div> Westlake Watershed District </div>  </div>			Policy Directives	
Section # 6.6	Date Approved March 6 th , 2019	Date of Revision January 25 th , 2019		
Subject <u>Harassment Prevention Policy</u>	Tom Anderson Board Chairman	Date Issued April 6 th , 2014		
	Walter Tymchuk Board Vice-Chairman	Page 1 of 4		

This policy shall include Westlake Watershed District staff and board.

At Westlake Watershed District, we are committed to providing a safe and respectful work environment for all staff, board, and customers. No one may be harassed and no one has the right to harass anyone else, at work or in any situation related to employment with this organization.

This policy is a step toward ensuring that our workplace is a respectful and safe place for all of us, free from harassment.

What is Harassment?

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's:

- age, race
- creed, religion
- sex, sexual orientation
- marital status, family status, economic status
- political belief, association or activity
- disability, size, weight, physical appearance
- nationality, ancestry or place of origin
- unfounded allegation maybe considered harassment

A second main type relates to what is sometimes referred to as “bullying” behavior that may involve:

- repeated humiliation or intimidation that adversely affects a worker's psychological or physical well-being
- a single instance so serious that it has a lasting, harmful effect on a worker

Harassment may be written, verbal, physical, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

What is not harassment?

Reasonable, actions by managers or supervisors to help manage, guide or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager is not harassment.

Employee Rights and Responsibilities

Employees are entitled to work free of harassment at Westlake Watershed District.

Employees have the responsibility to treat each other with respect. We ask that any employee who experiences harassment or sees another person harassed reports it to the appropriate person at Westlake Watershed District.

Employees are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete.

All employees have the right to file a complaint with the Manitoba Human Rights Commission.

Employer Responsibilities

Management at Westlake Watershed District must ensure, as much as possible, that no employee is harassed in the workplace.

Management will take corrective action with anyone under their direction who harasses another person.

Management will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- necessary to investigate the complaint
- a part of taking corrective action
- required by law

The harassment prevention policy at Westlake Watershed District does not discourage or prevent anyone from exercising their legal rights.

Westlake Watershed District, managers and supervisors are responsible for keeping a safe work environment, free of harassment. If you are a manager and you become aware of harassment you must do everything in your power to stop it, whether or not a complaint is made.

Courts presume that employers and managers are responsible for being aware of harassment in their organization and may penalize them accordingly. Managers who ignore harassment leave themselves and their employer open to legal consequences, and will be disciplined at Westlake Watershed District.

Procedures Applying to Complaints of Harassment

If you are harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your supervisor or manager.

There may be informal ways to handle your complaint. Your supervisor may speak to the harasser. Your supervisor may also arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution. If the informal route does not succeed or is not appropriate, Westlake Watershed District supports its employees in filing a formal complaint.

The complaint will be investigated thoroughly and promptly. When the investigation is complete, the investigator will provide a written report for management.

Westlake Watershed District Manager will inform the person who filed the complaint and the harasser of any remedies or disciplinary action.

Corrective Action for Harassers

Employees who harass another person will be subject to corrective action by the employer. In most cases, the harasser will also be required to attend workplace behaviour training.

If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the harasser's personnel file.

Confidentiality

The company and its managers will not identify a complainant, an alleged harasser or any circumstances about a complaint, to anyone, except:

- when it is necessary in investigating the complaint
- if it is part of disciplinary action
- where required by law

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

Education

Westlake Watershed District commits to making sure all of its employees and managers learn about harassment and the company's harassment policy.

Monitoring


Westlake Watershed District will monitor this policy and make adjustments whenever necessary. If you have any concerns with this policy, please bring them to the attention of Westlake Watershed District Manager.

Remedies for the Harassed Worker

Employees who have been harassed may be entitled to one or more of the following depending on the severity of the harassment and its effects:

- an oral or written apology from the harasser and Westlake Watershed District.
- compensation for any lost wages
- a job or promotion that was denied because of the harassment
- compensation for any lost employment benefits, such as sick leave
- a commitment they will not be transferred, or have a transfer reversed, unless they choose to move

No record of the complaint, investigation or decision will go in the employee's personnel file if the complaint was made in good faith. Any unfavorable work review or comments that were placed in the complainant's personnel file because of the harassment will be removed from the file.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 6.7	Date Approved January 24 th , 2022	Date of Revision January 24th, 2022
Subject <u>Abuse & Molestation Policy</u>	Tom Anderson Board Chairman	Date Issued
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

1. Purpose

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

2. Zero Tolerance Statement

The Watershed District has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to Westlake Watershed District Board, and Western Financial Group (hereunder referred to as The Program Administrator) to be immediately addressed under the terms of the applicable policy.

3. Definitions of Abuse

The following description of “Child”, “Youth” and “Vulnerable Population” and any other defined terms that are at the discretion of the Watershed District include, but are not limited to:

Child is defined as anyone under the age of majority. Manitoba: 18- years-old.

Youth is defined as the period between childhood and legal age of majority.

Vulnerable Population is defined as populations that include: racial and ethnic minorities, children, the elderly, socioeconomically disadvantaged people, and those people with physical or mental health conditions.

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.

Physical Abuse is defined as, but not limited to any intentional act, causing injury or trauma to another person. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

Sexual Abuse is defined as, but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism, or exploitation for profit including pornography.

Emotional Abuse is defined as, but not limited to a chronic attack on an individual’s self-esteem. It can take the form of name calling, bullying, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

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 and insensitivity to race, sexual preference or family dynamics.

Cultural Identity/Spiritual Abuse is defined as abuse targeting a victim's particular cultural or spiritual identity to inflict suffering or as a means of control.

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.

4. Governing Legislation

This policy references the applicable legislation that gives grounds to the entity's abuse policy.

Examples of legislation include:

- Child and Family Services Act, CCSM c C80
- The Community Child Care Standards Act, CCSM c C158
- The Human Rights Code, CCSM c H175
- Criminal Code of Canada, RSC 1985, c C-46
- The Regulated Health Professions Act, CCSM c R117
- The entity must refer to its governing legislation

5. Abuse reporting procedures

Reports of abuse that are shared confidentiality with an individual by a Child, Youth or a member of any Vulnerable Population requires the individual to report the incident to parents/guardians, The Watershed District, The Association of Manitoba Municipalities, or the Program Administrator. Individuals must respond to such reports in a non-judgemental, supportive and comforting manner, but must also explain that the report may need to be escalated to the property authority, which may include the Child, Youth or member of the Vulnerable Population's parent/guardian, or in cases of an ongoing threat of abuse, the police. In addition, any disclosure (disclosed or observed) of abuse must be reported to CFS if the incident involves a "Child" or "Youth". Any report of abuse may need to be reported directly to the police if the individual is in danger.

6. Screening

The Watershed District will regularly monitor those Individuals who have access to, or interact with Children, Youth and/or a member of the Vulnerable Population. This will include adherence to the Watershed District's hiring protocols for Vulnerable Populations and include:

- Criminal record check
- Vulnerable persons and child abuse registry check

Screening is to take place upon initial employment, and every two years thereafter.

7. Investigative & Disciplinary Procedures

Disclosure of abuse (disclosed or observed) will undergo an investigation that will determine applicable disciplinary action. The details of the investigation will be kept on record with the municipality and will be disclosed as necessary to parties to the investigation. Details of the investigation will include:

- The role of the alleged assailant within the organization
- Action taken as a result of the disclosure (i.e.: Suspended with/without pay, terminated, moved to another position)
- Action required by individuals within the Municipality
- Resolution of the complaint- counselling, disciplinary action

- Appeal process (if applicable)
- Identification of false allegations
- Documentation procedures

This all must be made available for any civil or criminal proceedings.

8. Media Representative

The Watershed District will appoint a “media representative” to respond to any and all inquiries from any media outlet (Television, Radio, Newspapers, Social Media) and all staff are to refer any media personnel to the “media representative” for response.

9. Training

The Watershed District will provide training to all staff that includes safety and handling of “Child”, “Youth” and “Vulnerable Population” as defined above.

I acknowledge that I have received, read, and understand the abuse policy and/or have had it explained to me. I understand, the liability of the Watershed District could extend to me in my role as a Watershed District representative.

I understand that it is my responsibility as _____
(Role within Watershed District)

to adhere to all processes and responsibilities contained in this policy, and agree to report any incidents of abuse (disclosed or observed) as set forth in this policy.

Name


Signature of CAO or Person representing the Entity

Date

Additional resources to be reviewed for information on Abuse in Manitoba:

Manitoba Child and Family Services
Provincial Advisory Committee on Child Abuse
Manitoba network for the Prevention of Abuse of Older Adults
Manitoba Abuse Registries <https://www.gov.mb.ca/fs/abuserregistries.html>

Section 7: Project Management


Westlake Watershed District  Policy Directives		
Section # 7.1	Date Approved January 15, 2016	Date of Revision March 1, 2016
Subject <u>Authority For Project Approval</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

The Board is the decision making authority and is responsible to delegate authority for implementation and administration of the program.

In general:

- Programs; Policies; and- Eligibility Criteria.

- Once an annual program and budget has been approved it is the responsibility of staff to deliver and administer the program.
- Staff has the authority to reallocate funds within the approved program to cover over-expenditures in administration and works programming.
- Where feasibility or project investigations are required, staffs are responsible to confirm Sub-District or Board approval and direction for the preferred option.
- Staff can temporarily close crossings in emergency situations. This must be done in consultation with Municipal and other local authority.
- Contracts: Staff to administer providing total expenditures is within budget amount. The District Manager can approve up to 25% additional expenditures on any given project without Board approval.
- It is recommended all appropriate Sub-District members be contacted and notified of projects to be initiated in their area.
- It is recommended that projects be prioritized to order in council projects that landowners are prepared to cost share.

Westlake Watershed District			Policy Directives	
Section # 7.2		Date Approved January 15, 2016		Date of Revision
Subject <u>Project Implementation and Right-of-Way</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

The Board will encourage that all projects requiring right-of-way be delivered as follows:

1. Reconstruction and Construction

- Delivered by qualified contractor/consultant.
- All projects designed by engineer
- Required right-of-way purchased by Engineering & Construction/Land Acquisition on behalf of the Board.

2. Modified Reconstruction or Enhanced Clean-out


- Project supervisor will be District staff or consultants depending on degree of engineering. Landowners will be encouraged to donate land or sell at value less than market value.

3. Clean-outs

- Generally supervised by District staff
- Right-of-way not acquired but rather necessary access is gained through consent of entries.


All landowners will be dealt with equitably on a project basis.

(See also Outstanding Right of Way Policy)

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 7.3	Date Approved January 15, 2016	Date of Revision
Subject <u>Fence Removal</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

In cases where fences exist on WATERSHED DISTRICT property along District drains that require works, the District will not reimburse landowners for removal and re-erection of these fences. The cost will be entirely the landowner's.

If the landowner refuses to remove the fence, the District will do so and invoice the landowner for costs.

Westlake Watershed District			Policy Directives	
Section # 7.4		Date Approved January 15, 2016		Date of Revision
Subject <u>Fencing Along or Across District Owned Drains</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

Definition:

Fencing refers to the installation of a fence along or across Order in Council Drains and the subsequent grazing of the Drain bottom and slopes.

Objective:

The purpose of this policy is to prevent overgrazing and deterioration of protective vegetation cover on District-owned Drains.

Background:

The District drain seeding program is not designed to accommodate a pasture mixture thus overgrazing is a common occurrence. Pasturing in early spring may readily erode sloping moisture laden soils. Pasturing along District Drains may be beneficial if stocking numbers and timing is monitored.


Given the above, it is the Westlake Watershed District's policy that no fencing/grazing be allowed on District-owned Drains from April through August.

No permanent fences will be erected on District owned right-of-way.

The Westlake Watershed District will encourage and support riparian fencing in a capacity deemed appropriate by the Board. Development of a riparian fencing program is considered high priority and will be undertaken as funding becomes available.

Section 8: Soil

Westlake Externally Funded Programs: Programs offered through external funding, (ex: GROW) may have different requirements, in which case Westlake will follow external funding requirements.

Westlake Watershed District			Policy Directives	
Section # 8.1		Date Approved January 15, 2016		Date of Revision
Subject <u>Soil Conservation Overall</u> <u>Mandate/Objectives</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

Mandate of Program:

Westlake Watershed District offers a soil conservation program in order to ensure the health of our soils for future generations and as part of an overall watershed management strategy.

Specific Objectives:

- Prevent soil erosion from wind and water
- Delay run-off by increasing organic matter
- Increase water holding capacity of the soil

Programs Offered:


- Forage Program
- Grassed Waterways Program
- Riparian Bufferstrip Program
- Rotational Grazing Program

Eligibility:

- Lands must be in the Westlake Watershed District
- All programs must be monitored by staff and sub-district members as assigned.


Cost-Sharing:

Landowner cost sharing is a major component of all Soil Conservation Objectives.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 8.2	Date Approved March 6 th , 2019	Date of Revision January 25 th , 2019
Subject <u>Forage Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	Walter Tymchuk Board Vice-Chairman	Page 1 of 1

Forage Seed Assistance Application Program Criteria

Objective: To assist land owners in protecting marginal or erosion-prone areas by way of establishing a permanent forage cover. The program will ultimately enhance agricultural productivity and encourage efficient land management.

<div> <div> Westlake Watershed District  </div> <div>Policy Directives</div> </div>		
Section # 8.3 2.3	Date Approved January 15, 2016	Date of Revision
Subject <u>Grassed Waterway Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 3

Definition:

A grassed waterway is a broad, shallow saucer shaped channel with adjacent buffer strip protected by grass, legumes or other perennial forage species. These waterways are designed to carry surface run-off across agricultural land with minimum soil erosion.

Program Objectives:

- To prevent gully erosion in cultivated soils.
- To protect surface water quality.
- To provide wildlife habitat
- To produce forages for harvest; this can soon pay for the establishment of the grassed channel.
- To prevent channel erosion and soil erosion on adjacent lands.

Eligibility:

Waterway must:

- Be an on-farm runway
- Be within the Westlake Watershed District
- Be able to be maintained as a grassed waterway without altering its course or flow; and
- Require stabilization to prevent channel erosion or erosion to adjacent agricultural land.

Project Definition:

In order to be effective, grassed waterways must be wide and flat enough to absorb and carry the full width of the flow; otherwise soil erosion will occur along the edges of the grassed section. Narrow grassed channels may be widened and/or reshaped under this program.

Farm machinery will be able to drive directly across the channels, lifting any tillage implements as they pass over; by working perpendicular to the grassed waterway, the farmer will be traveling across the slope of the land. Thus, contour farming and grassed waterways are reasonable companions.

Project locations may be identified by Westlake Watershed District board members or staff, or may be referred to the Westlake Watershed District by landowners or nongovernment organizations.

Grassed waterways may be constructed in locations where gully erosion has been severe and rehabilitative work is required, or potential problem sites may be protected before the erosion starts. This program is not a means of constructing new drains or diverting natural watercourses.

TERMS AND CONDITIONS

Landowner Responsibility

- Request assistance by written application, which is to be received at the Watershed District office;
- Provide consent of entry including any agreed upon or special conditions;
- Provide sufficient room for construction;
- Seed a companion crop on land adjacent to the grassed waterway, if recommended by the Board;
- Remove all brush piles, stones and other debris after construction as designated by the Conservation District;
- Mow or swath the waterway at least once a year prior to freeze;
- Shall not break pasture, burn, use as a roadway, cultivate parallel to or in any way cause or permit to be caused damage to the grassed waterway for a minimum of 5 years; and
- Replace at 75% cost if damage to the grassed waterway is the result of the neglect of any of the preceding.

Watershed District Responsibility:

- Inspect annually after spring run-off up to a period of five years after establishment;
- Complete all construction and forage seeding as specified in project design;
- Commence projects at the upper reaches of the runway first; and supervise project to ensure project design is met.


General Terms and Conditions:

- Subject to the above terms, the Agreement shall become effective and shall be binding upon both parties until terminated;
- If either party fails to meet the above mentioned responsibilities, the Agreement may be terminated by the other party via written notice;
- Said termination shall take effect as of five years subsequent to the effective date thereafter described;
- The annual projects resulting from this program will be subject to funds appropriated;
- Engineering and technical service and financial assistance for project construction or maintenance will be subject to the availability of staff. The District reserves the right to establish priorities for providing such services and assistance; and
- Failure of landowner to meet Landowner Responsibilities may negate eligibility for other District programs.

Project Funding/Cost-sharing/Incentives:

- All project-planning costs will be borne by the Westlake Watershed District. Project construction costs for the grassed waterway construction will be cost-shared in the ratio of 75% Registered Owner and 25% Westlake Watershed District up to a maximum of \$8,000 per waterway;

Westlake Watershed District funds will come from the soil management budget; the landowners will recover their investment by harvesting and/or selling the forage produced along the waterway, and by sustaining the productivity of the soils.

<div> <div> Westlake Watershed District  </div> <div>Policy Directives</div> </div>		
Section # 8.4	Date Approved January 15, 2016	Date of Revision
Subject <u>Bufferstrip Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 3

Definition:

A buffer strip is a permanent strip of either low maintenance (low dry matter production) or hay type forage, seeded a minimum of 50 feet to a maximum of 70 feet out from and along a designated Westlake Watershed District drain.

Program Objectives:

- To protect surface water quality in water channels and bodies.
- To stabilize shorelines.
- To provide wildlife habitat.
- To eliminate field runoff from blocking drains and crossings with excess residue and topsoil.

Eligibility:

- Lands must be within the Westlake Watershed District;
- Proposed buffer strip land(s) must border a designated OIC Westlake Watershed District drainage channel;
- Applicants are eligible for multiple buffer strips to a maximum 20 acres per year or a maximum single application of 70 feet X 2.357 miles = 20 acres;
- Priority will be given to those lands that are adjacent to open drainage channels (i.e. not adjacent to water storage dykes);
- Landowners are eligible every year;
- Landowners are eligible for the forage seed assistance program; however, the proposed location cannot be on the same lands as the buffer strip locations;
- All applications must be made out by the owner of the land;
- Crown Land must be made out in the Leasee's name;
- Late applications will not be accepted; and
- Cost-sharing varies between 25/75 and 50/50 (District/Landowner) depending on the number of applicants, funding and seed costs.

Project Definition:

The Westlake Watershed District will pursue the maintenance of existing vegetation along permanent and semi – permanent rivers, streams, marshes, and lakes. The District may also establish cover where land is cultivated too near the water's edge, in return for the landowner agreeing to a fixed term maintenance agreement, or in special cases, the district may agree to fixed – term lease payments.

Project locations may be identified by Westlake Watershed District board members or staff, or may be referred to the Westlake Watershed District by landowners or non-government organizations.

The width of a bufferstrip will be prescribed in an agreement reached between the landowner and the Westlake Watershed District. The width will depend on the characteristics of the land, the shoreline, and the water body, and the interests of the landowner.

TERMS AND CONDITIONS

Landowner Responsibility:

- Make application in writing & return to Watershed District office.
- Sign consent of entry including any agreed upon or special conditions;
- Must seed buffer strip and if hay type forage mixture is chosen, mow or swath buffer strip at least once a year prior to freeze up;
- Shall not break, pasture, burn, cultivate or in any way cause or permit to be caused damage to the buffer strip for a minimum of 5 years; and
- Replace at 100% cost if damage is result of any of the above.

Conservation District Responsibility:

- Inspect annually after spring run-off up to a period of 5 years of establishment.


General Terms and Conditions:

- Subject to the above terms, the Agreement shall become effective and shall be binding upon both parties until terminated;
- If either party fails to meet the above mentioned responsibilities, the Agreement may be terminated by the other party via written notice;
- Said termination shall take effect as of five (5) years subsequent to the effective date thereafter described;
- This program will be subject to funds appropriated;
- The District reserves the right to establish priorities for providing such services and assistance; and
- Failure of a landowner to meet Landowner Responsibilities may negate his/her eligibility for other District programs.

Project Funding/Cost-sharing/Incentives:

All costs for project planning, seeding or planting will be borne by the Westlake Watershed District. The district will pursue program funds from external agencies.

Westlake Watershed District funds will come from the water and wildlife budgets; landowners may be able to increase the return on their lands by harvesting and /or selling the forages produced along the bufferstrip.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 8.5 2.3	Date Approved January 15, 2016	Date of Revision
Subject <u>Rotational Grazing Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 2

Program Definition:

The Westlake Watershed District will help to design rotational grazing plans, and will pay a portion of fencing costs for interior fencing in pastures, to allow livestock producers to manage their pastures for greater sustainable yields. The District will also sponsor educational workshops to illustrate rotational or cell grazing techniques to farmers.

Program Objectives:

- To maintain productive forage cover on lands that would otherwise be prone to erosion.
- To protect the soil on less productive or sensitive land with vigorous plant cover.
- To enhance overall economic production because rotational grazing systems allow for greater stocking rates per unit area of land.
- To improve soil quality by increasing organic matter content.
- To improve soil permeability and water infiltration therefore slowing runoff.

Eligibility:

- All applications must be made out by the owner of the land;
- Crown Land must be made out in the Lessee's name;
- Land must be within the Westlake Watershed District
- Land must be near an available water source (Natural or Off site watering system).

Project Definition:

The Board's efforts will include sponsoring education programs and workshops, leasing or purchasing and demonstrating new forms of fencing and equipment, and paying material costs for interior pasture fences.

TERMS AND CONDITIONS

Landowner Responsibility:

- Sign consent of entry including any agreed upon or special conditions
- Request assistance by writing which is to be received at the Conservation District.
- Grant 75% of the total project cost to the conservation district
- Adopt a rotational grazing system as suggested by the conservation district

- Not alter, change, remove or modify the project without written consent of the district
- Will not trade, sell, or barter materials purchased by the district
- In case of new ownership or rental charge, the district ask that they be notified and be able to approach new landowner/renter to continue the project or return part of the cost of the fencing materials
- Determine the appropriate number of livestock to their pasture's capacity

Conservation District Responsibility:

- Determine application priorities in consultation with the Sub-District & Board staff;
- Develop project in consultation with a specialist from Manitoba Agriculture;
- Provide 25% assistance towards the cost of materials to a maximum of \$2000;


General Terms and Conditions:

- Subject to the above terms, the Agreement shall become effective and shall be binding upon both parties until terminated;
- If either party fails to meet the above mentioned responsibilities, the Agreement may be terminated by the other party via written notice;
- Said termination shall take effect as of five (5) years subsequent to the effective date thereafter described;
- This program will be subject to funds appropriated;
- The District reserves the right to establish priorities for providing such services and assistance; and
- Failure of a landowner to meet Landowner Responsibilities may negate his/her eligibility for other District programs.

Project Funding/Cost-sharing/Incentives:

The Westlake Watershed District will pay 25% of material costs up to a maximum of \$2000 for interior fencing only, and will purchase or lease new forms of fencing equipment for demonstration, from the soil conservation budget. The farmer will be responsible for costs of installation and maintenance of fencing and equipment. Ducks Unlimited offers a similar service, and may be able to cooperate in funding the WATERSHED DISTRICT program.

NOTE: probably shouldn't be included in Westlake Policy


<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 8.6	Date Approved January 15, 2016	Date of Revision
Subject <u>Haying of District Right-of-Way</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

It is the Board's policy to allow adjacent landowners, or the party of his/her choosing, the first right of refusal to hay District Rights-of-Way up to the property ownership dividing line.

Right-of-Way only applies to those lands such as berms, dykes, slopes, etc., which have been acquired for the purpose of drainage improvement. These lands do not include block purchases for the purpose of integrated multi-resource management.

If the adjacent landowner has not cut the Right-of-Way by August 1st, the District will make arrangements with another party to hay the drain for the remainder of that year.

Section 9: Water

Westlake Watershed District 			Policy Directives		
Section # 9.1		Date Approved January 15, 2016		Date of Revision	
Subject <u>Water Management Overall</u> <u>Mandate/Objectives</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 2	

Westlake Watershed District is responsible for man-made drains specified on the OIC map.

- The Board shall give its highest priority to the maintenance and repair of existing drains.
- Where a municipality undertakes drain improvements and upgrades drains to physical and capacity standards, which are acceptable to the Board (provincial standards), then the Board may assume responsibility for and authority over these drains if asked to do so.
- The Board has assumed responsibility for the maintenance and repair of the manmade drains outlined on the Regulation map. However, the OIC map also shows natural water channels. The Board has not assumed maintenance or repair responsibilities for natural water channels.

It is common to receive requests for clean out of natural water channels. Sometimes there is confusion as to whether a water channel is manmade or natural. The Board uses the following definition to clarify what a natural water channel is. A natural water channel is that which exists in its natural location with no improvements to increase its drainage capacity. A channel does not lose its “natural” status because of clearing of vegetation or construction of minor works affecting a minor portion of the channel.

- Regarding the removal of ice and snow blockages from waterways;
 - The Board will not normally take measures to remove ice and snow blockages from District culverts and drains, but it may do so when blockages could potentially damage real property such as crossings or buildings.
 - The District does not assume responsibility for any damages directly or indirectly caused by ice and snow blockages in District drains.
 - Municipalities, individuals, or other agencies may be liable for any damages and costs that result from works, which they undertake with respect to removal of ice and snow blockages from District drains.

Program Definition:

The Westlake Watershed District will construct works to meet the objectives prescribed in its program policies.

Program Objectives:

The Board will ensure that works are designed in consultation with the landowner, the appropriate municipality, and other concerned parties, and efficiently and appropriately constructed in accordance with applicable provincial and local standards.

Project Definition:

Westlake Watershed District Board and staff will cooperate with landowners regarding siting and design of works, and may contract engineering staff to survey, design, and oversee construction of approved works where necessary or appropriate. Engineering staff may work under the supervision of Westlake Watershed District Board and staff, according to Westlake Watershed District Board guidelines and applicable provincial standards. The landowner, contractor, and Watershed District representative(s) will agree in writing to the design and cost of a project, before construction will proceed.

Generally, the project planning and delivery process will proceed as follows:


- The landowner will approach a Sub-District or District Board member, or the District office, with a project proposal.
- If the Sub-District board approves the proposals, the District staff and consultants will determine if the project might be feasible, by consulting with the local RM councilor, viewing the site, and consulting other information sources.
- If the project still looks feasible, a physical survey will be completed.
- If the survey results are favorable, the Sub-District Board may include the project in current or future plans.

Project Objectives

The Westlake Watershed District Board is committed to consultation of all concerned, to fair hiring practices, to effective design, and to cost control, in constructing appropriate works to meet their program objectives.

Project Funding:

Survey, engineering, and construction services will be considered a part of project costs, along with material costs, taxes, project – specific board remuneration, and contractors' fees.

Westlake Watershed District 			Policy Directives		
Section # 9.2		Date Approved January 15, 2016		Date of Revision	
Subject <u>General Water Storage</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 2	

General Policy:

The Westlake Watershed District will construct water storage, back flooding, and flood control dams, to support its Water Management objectives.

Whenever feasible, these structures will be part of a multi-purpose water management scheme. Landowners will be encouraged to adopt conservation farming techniques in the watershed contributing to the project, and may be required to commit some portion of project costs in return for benefits derived.

Sites will be selected for construction using a standard site and project evaluation process. Standardized drawings of the proposed projects will be a mandatory part of every water storage agreement.

For projects costing in excess of \$5,000.00 a caveat will be registered on the land title to ensure that future owners are aware of the project and the agreement. Before construction of any project, the Westlake Watershed District and the landowner(s) will agree to a Water Storage Agreement specifying the following conditions:

- The landowner will be responsible for a specified percentage of total project costs, and the Westlake Watershed District will take the in kind landowner a specified cash amount for the work contributed by the landowner.
- Westlake Watershed District will retain the right to access the site to construct, operate, and display the structure.
- The landowner may not be allowed to extract water from the project if the water level drops below a certain point.
- Westlake Watershed District will assume no liability for any damages arising from the construction or operation of the project.
- The structure will be maintained as built until such time as Westlake Watershed District and the landowner agree otherwise; natural damage will be reported to Westlake Watershed District before repairs are authorized. Routine maintenance, such as repairing minor erosion and reseeding, will be completed entirely at the landowner's expense, while capital improvements will be treated as new projects, subject to the standard evaluation process, and with costs shared by Westlake Watershed District and the landowner.


The water storage agreements and caveats will apply for a term of 21 years, and will run with the land. Either party may terminate an agreement with mutual consent, by purchasing the initial investment of the other.

These agreements will be confirmations of the mutual respect and understanding between the board and the landowner.

Project Definition:

The Sub-District Board members, the Manager, landowners, and technical staff will identify possible sites for projects. Surveys and construction will proceed only on the invitation and consent of the landowner(s).

The Board will encourage structures that conserve water arising from the landowner's property, rather than capturing water flowing in from other properties.

<div><div><div>Westlake</div><div>Watershed District</div></div><div></div></div>		Policy Directives	
Section # 9.3		Date Approved January 15, 2016	Date of Revision
Subject <u>Back Flooding Irrigation Program</u>		Tom Anderson Board Chairman	Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman	Page 1 of 2

Definition:

Back flood irrigation consists of controlling the spring run-off, through dams and dykes, to hold water over large flat areas on pasture, hay land or cropland. The water is normally retained for 2-3 weeks, allowing it time to infiltrate before releasing the excess.

Objective:

- The purpose of this program is to provide an increase in ground water for the upcoming crop season and provide some ground water recharge for wells.

Eligibility:

- For an area to qualify for Back Flood Irrigation, it must be within the Westlake Watershed District.

TERMS AND CONDITIONS

Landowner Responsibility:

- Request assistance by written application, which is to be received at the Watershed District office;
- Provide consent of entry for inspection and construction;
- Provide sufficient room for construction;
- Allow District to conduct tours of the project site;
- Assist the Watershed District in developing guidelines for the operation of control structures in the project;
- Pay the Watershed District 50% of the total project cost including materials, labour and equipment;
- In no way cause or permit to be caused damage to the structure; and
- Replace at 100% cost if damage to the structure is the result of the neglect of any of the preceding.

Conservation District Responsibility:

- The construction, maintenance and operation of the main outlet channel and the control structure(s) required for the project;
- The construction of the lateral field drains required to ensure the efficient operation of the project;
- Complete all construction as specified in the project design and supervise project to ensure project design is met.

General Terms and Conditions:

- After October 1 and prior to freeze up each year, Westlake Watershed District will close the water level control structures;
- The water level control structure shall remain closed, containing spring run-off water until there is a reasonable assurance that a target level of three (3) feet of moist soil has been reached in the back flood area;
- When the Conservation District and the affected landowners agree that the soil moisture target level has been reached, the water level control structure shall be opened by the Conservation District; and
- The water level control structure shall be left open during the growing season and harvest to minimize the possibility of crop damage from heavy rainstorms.

NOTE: These terms and conditions are agreed to with the realization that the Westlake Watershed District back flood project is, in many respects, an experimental project. As a result, modifications may need to be made to these guidelines as the Westlake Watershed District and the landowners gain experience with back flood irrigation. To facilitate the implementation of these modifications as they become necessary, it is agreed that they shall be made by consensus between the Westlake Watershed District and the affected landowners.


Project Funding/Cost-Sharing/Incentives:

Funding for back flood construction will be cost-shared in the ratio of 50% Registered Owner, and 50% Watershed District, up to a maximum of \$8,000.00 per back flood project;



Section # 9.4	Date Approved January 15, 2016	Date of Revision
Subject <u>Flood Protection Works Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

The initial responsibility in flood fighting and protection of property rests with the Municipality. The role of the Board is assisting the Municipality. Should the situation go beyond Municipal capabilities, assistance will be sought from Provincial or Federal Governments.

<div><div><div>Westlake</div><div>Watershed District</div></div><div></div></div>		Policy Directives	
Section # 9.5	Date Approved March 6 th , 2019	Date of Revision January 25 th , 2019	
Subject <u>Abandoned Well Capping Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016	
	Walter Tymchuk Board Vice-Chairman	Page 1 of 2	

Definition:

The procedure involves removing the cribbing to a reasonable depth, then filling the shaft with a loose material that will not bridge the gap and leave a space that could eventually cave in. Chlorine will be put into the well to disinfect before the well is filled. A layer of bentonite or similar clay near the ground surface, overlain by native soil, will prevent contamination from surface sources. Artesian/flowing wells are generally not considered under this program, but Westlake has accepted applications for artesian/flowing wells in the past.

Program Objectives:

- To help maintain the groundwater quality
- The removal of a hazard to people and livestock

Eligibility

- Location of well must be within the Westlake Watershed District

TERMS AND CONDITIONS

Landowner Responsibility

- Request assistance by the proper application.
- Sign consent of entry including any agreed upon or special conditions;
- Provide access for inspection or evaluation by the Board at any reasonable time;
- Not alter, change, remove or modify the project without written consent of the District;
- Indemnify and save harmless the District from any and all actions, claims, suits, damages, injuries, or other loss no matter howsoever arising as a result of the construction, operation or maintenance of the project.

Westlake Watershed District Responsibility

- Determine application priorities in consultation with the Sub-District and Board;
- Reserve the right to reasonable access to project areas for tours or to inspect the condition of the project site;
- Will provide materials necessary for sealing and disinfecting wells;
- Arrange for necessary equipment for excavation


General Terms and Conditions

- Subject to the above terms, the Agreement shall become effective and shall be binding upon both parties until terminated.
- If either party fails to meet the above-mentioned responsibilities, the Agreement may be terminated by the party via written notice;
- The annual projects resulting from this program will be subject to funds appropriated; Technical service will be subject to the availability of staff.

- The District reserves the right to establish priorities for providing such services and assistance; and failure of landowner to meet Landowner Responsibilities may negate him/her from other Conservation District Programs.

Project funding/Cost-Sharing/Incentives:

Accepted applications will be covered 100% by Westlake Watershed District subject to available funding.

Westlake Watershed District			Policy Directives
Section # 9.6	Date Approved January 15, 2016	Date of Revision	
Subject <u>Drain Jurisdiction</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016	
	John Berthaudin Board Vice-Chairman	Page 1 of 1	

Definition:

Westlake Watershed District's jurisdiction includes all Regulation Map Drains.

The District finds it desirable to prioritize drainage systems to effectively allocate its funds, therefore the Board assigns top priority to all designated drainage systems as defined on the Westlake Watershed District OIC Map.


All non-designated drainage works (or request for works) shall be considered low priority and as such, a municipal responsibility unless otherwise adopted by Board resolution.

The District will prioritize works on non-designated drains, by resolution.

Definition:

The Board has assumed responsibility for the maintenance and repair of the manmade drains outlined on the Sub-Districts maps. However, the Sub-District maps also show natural water channels. The Board has not assumed maintenance or repair responsibilities for natural water channels.


A natural water channel is that which exists in its natural location with no improvements to increase its drainage capacity. A channel does not lose its "natural" status because of clearing of vegetation or construction of minor works affecting a minor portion of the channel.

Westlake Watershed District			Policy Directives	
Section # 9.7		Date Approved January 15, 2016		Date of Revision
Subject <u>Beaver Dam Removal</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016
		John Berthaudin Board Vice-Chairman		Page 1 of 1

Beaver Dams will not be arbitrarily removed. 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 District is responsible for removing beaver dams from Districts drains. If a landowner contacts the District about problems caused by beavers, the Sub-District member for the landowner's area should assess the problem and decide whether it is serious enough to warrant dam removal. If removing the dam is necessary, the landowner must remove the beavers before the District can proceed. Otherwise, the beavers will quickly rebuild the dam. In extreme circumstances water may be lowered on a one time basis.
- Watershed requires permits

Section 10: Crossings

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 10.1	Date Approved January 15, 2016	Date of Revision August 7 th , 2024
Subject <u>Crossings Overall Mandate/Objectives</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

CROSSINGS – Including bridges, culverts, and low-level rock crossings.


- The Board is responsible only for the maintenance of crossings over those drains which are specified on the Regulation map as the District's responsibility (man-made drains). Responsibility for the maintenance of crossings over natural waterways, and over any drains not specified as the District's on Sub-District maps, rests with either municipal or provincial authorities.
- Crossings with a minimum top width of 24 feet will not be enlarged until the crossing has reached the end of its service life, including undersized. Not pertaining to through grades crossings.
- When the Board undertakes a channel construction project and where bridge or crossing replacement or upgrading is part of the project, the Board will pay the costs of replacing the channel crossings.
- Prior to the construction of any crossing over a Westlake Watershed District drain by an individual or municipality, approval must be obtained from the Board of the Watershed District. Crossings installed without Board approval will be removed and the removal costs will be charged to the organization or individual who installed it.
- When a crossing is scheduled for a replacement, the installed crossing will be 30' top minimum to a max of 40' subject to board approval. Not pertaining to through grades crossings.
- Extension requests are at the discretion of the board.
- Removal of all wooden structures and replace with pipe, from policy specifications.

Program Definition:

Westlake Watershed District will construct works to meet the objectives prescribed in its program policies.

Program Objectives:

- The Board will ensure that works are designed in consultation with the landowner, the appropriate municipality, and other concerned parties, and efficiently and appropriately constructed in accordance with applicable provincial and local standards.

<div> <div> Westlake Watershed District </div>  <div>Policy Directives</div> </div>		
Section # 10.2	Date Approved January 15, 2016	Date of Revision August 7 th , 2024
Subject <u>Access and Road Culvert Crossings</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 1

This policy governs the installation, repair or replacement of access or municipal road culvert crossings as part of Westlake Watershed District works.

This policy does not govern crossings within railway or Provincial Road or Highway right-of-way.

- Installation Specifications
 - The crossing shall be installed according to the included specifications.
 - Unless otherwise specified by the Board, the top width (W) of all pipe crossings shall conform to the participating municipality standards:
- Unless otherwise specified by the Board, the minimum capacity of the culvert crossing shall conform to the required hydraulic capacity.
- In the event that the drain near the crossing is subject to winter icing, the addition of an overflow culvert may be considered by the Board.


The intent of the policy is to establish guidelines. Minimum and maximum top width as well as adjustments in culvert installation specifications may vary depending on the site and Foreman discretion.

- Individuals requesting pipe crossings, which exceed these specifications, shall be billed for 100% costs of materials and work over and above District specifications.
- All wooden structures will be maintained as is.
- Crossing will be installed at a 30' top minimum to a max of 40' subject to board approval. Not pertaining to through grades crossings.

Culvert Installation Specifications

The following procedures shall be adhered to when installing culvert crossings:

- Excavation shall be made to the required depth so that the invert of the pipe is true to the grade as established by surveys.
- Culvert installation will meet Provincial Standards.

Westlake Watershed District  Policy Directives		
Section # 10.3	Date Approved January 15, 2016	Date of Revision
Subject <u>Decision Making Flowchart for Crossings</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016
	John Berthaudin Board Vice-Chairman	Page 1 of 2

DEFINITIONS:

Replacement: Is the replacement of all major materials with new and/or used materials. This may involve replacement with substitute (i.e. pipes for a bridge) materials or alternative crossings (i.e. ford).

Rebuild: Is the replacement of all major materials except the piles.

Private Crossings: A ratepayer's only access to his/her property without trespassing.

Public Crossing: A public sector facility on transportation route.

Convenience Crossing: A crossing onto private land that provides a second means of access.

Where crossings are recommended to have assigned load limits (by engineers), they shall be signed. Of the crossings that engineers have recommended to close, the District will base their decisions as follows:


- Private Crossings
 - The District will consider as a high priority and thus will repair or replace as soon as possible.
- Convenience Crossings
 - Low Priority
 - District will ensure one crossing is serviceable. The second convenience crossing becomes eligible for closure as its condition deteriorates.
- Public Crossings
 - These crossings fall into two categories.
- Only Access
 - These are public crossings that are any landowner's only access to any given parcel of land. These will be dealt with as if private crossings.
- Other Access Available
 - These are public crossings that provide access to land that may be accessed via a secondary route.
- Crossing is repairable or rebuild able Priorities will be established using the following criteria:
 - Cost to repair/rebuild, Funds - Traffic (amount and size), # of ratepayers affected, Degree of inconveniences, Bus route

The number and type of crossings in this category coupled with available funds dictate how many we can do and thus how many we close.

- Bridge beyond salvaging
- Most cost-effective to replace. Replacement depends on:
 - Costs - Funds - Traffic
 - Number affected - Bus route -Programmed or not

Obviously, we are in a catch-up situation whereby the numbers of crossings requiring repair, rebuilding or replacement are beyond our resources. Many of these are in fact private and only access public crossings.

We feel our rebuilding component of our crossing strategy is a sound approach at gaining control of the situation.

<div> <div>Westlake Watershed District</div>  <div>Policy Directives</div> </div>		
Section # 10.4	Date Approved December 16 th , 2016	Date of Revision November 7 th , 2016
Subject <u>Crossing Policy</u>	Tom Anderson Board Chairman	Date Issued October 5 th , 2016
	John Berthaudin Board Vice-Chairman	Page 1

New and/or Crossing Policy

All applicants that wish to install any private crossing 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.
- The District shall inspect the location of the proposed crossing and recommend if the crossing should or should not be installed. The District may recommend that no crossing be installed.
- The crossing application is subject to the approval of the District Board.
- If the District Board approves the crossing, the District's agent shall install the crossing. The District shall recommend the culvert size(s) and supply a cost estimate. The estimate shall reflect all costs for the supply and installation of the culvert(s). Should the applicant request a wider top width and/or gravel spread on the crossing; the estimate shall be increased to reflect this.
- The applicant must supply full cost estimate to the Westlake Watershed District before any purchase or construction is initiated.
- Upon payment, the Manager shall instruct the District's agent to install the crossing when conditions permit.
- Upon completion, the District shall determine the actual cost of installation. The applicant shall either pay or receive a refund for the difference between the estimate and the actual cost.

The following conditions shall apply.

- The District Board retains the right to refuse installation of any crossing across a designated District drain.
- Once constructed, the crossing becomes the property of the District.
- The District shall be responsible for rebuilding, relocating, and/or modifying any existing crossing that may be necessary in conjunction with any Districts 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 minimum hydraulic capacity of the crossing shall conform to the service flows from agricultural runoff except in those instances where a larger capacity is deemed necessary.
- All culverts shall be long enough to allow for participating RM standard.



Westlake Watershed District

"Local People Working Together to Conserve and Enhance Local Resources"

CROSSING APPLICATION

Quarter: _____ Section: _____ Township: _____ Range: _____

Lot _____ Block _____ Plan _____

(Please provide a sketch of requested crossing and driveway.)

Proposed Use (Please check one): Residential ☐ Agriculture ☐ Commercial ☐ Other ☐

If other please explain:

Applicant

Name: _____

Address: _____

Postal code: _____

Telephone #: _____

I declare that all information in regard to this application is true and correct.


Signature of Landowner:

Date:

Additional Information:

If necessary please submit a completed Drainage License Application and appropriate fee with this form. Cannot submit fee until it has been approved to move forward

Section 11: Fisheries and Wildlife

Westlake Watershed District 			Policy Directives		
Section # 11.1		Date Approved January 15, 2016		Date of Revision	
Subject <u>Fish and Wildlife Overall</u> <u>Mandate/Objectives</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 1	

Mandate of Program:


The Westlake Watershed District offers a fish and wildlife program in order to conserve and enhance wildlife population density and diversity as part of an overall watershed management strategy.

Specific Objectives:

- Protection and enhancement of wildlife habitat
- Promotion, development and management of new and existing wildlife habitat.
- Wildlife Conservation Education

Programs Offered:

- Educational Programing in District Schools
- 4-H Program

Westlake Watershed District 		Policy Directives	
Section # 11.2 2.3	Date Approved January 15, 2016	Date of Revision	
Subject <u>Habitat Enhancement Program</u>	Tom Anderson Board Chairman	Date Issued January 15, 2016	
	John Berthaudin Board Vice-Chairman	Page 1 of 2	

Program Definition:

Westlake Watershed District will encourage the maintenance of naturally vegetated areas, to retain the positive values of bush, grassland, marsh, or stream habitat. Westlake Watershed District will cooperate with willing landowners and habitat agencies to select the most suitable sites and achieve the greatest overall benefits.

Program Objectives:

The Habitat Enhancement Program will include two related efforts:

To rehabilitate unproductive farmlands or unused lands, restoring marshland, perennial and/or tree cover.

To preserve existing habitat that may otherwise be converted to agricultural or other use.

Rehabilitating and maintaining wildlife habitat and wild-lands will help to reduce field and channel erosion by wind and water, reduce siltation of water bodies, reduce pest numbers by maintaining predator populations, maintain habitat for wildlife and waterfowl, protect native species of plants and animals, demonstrate to the public the values of natural areas, and enhance the quality of life by diversifying the landscape.

Project Definition:

Westlake Watershed District Board members, landowners, and soils associations will identify eligible lands for rehabilitation and/or preservation.

The landowner/lease-holder will sign an agreement granting the District the right and privilege of preserving and publicizing the habitat qualities of the property therein described. The agreement will stipulate that the land will not be cleared, burned, cultivated, pastured or drained by the signees or anyone acting on their behalf. There will be no provision for penalties, as the program will focus on cooperation.

Rehabilitated or protected lands will be posted with signs to identify the landowner or leaseholder. Westlake Watershed District and any co-funding agencies will be identified on the signs as the program sponsors.

Volunteered land parcels may be of any size, from one acre up.

TERMS AND CONDITIONS

Landowner Responsibility

- Landowner must apply in writing;
- Sign consent of entry including any agreed upon or special conditions;
- Provide access for inspection or evaluation by the Board at any reasonable time;
- Agree to grant the district the right and privilege of preserving and publicizing the habitat qualities of the land;
- Post the land with a maximum of one sign per half-mile of frontage along a public road or area;

Watershed District Responsibility


- To perform any earth moving landscaping, water management, and/or other work that the board rules necessary to restore the habitat value of the land, at no cost to the landowner
- Provide signage

General Terms and Conditions

- Subject to the above terms, the Agreement shall become effective and shall be binding upon both parties until terminated;
- If either party fails to meet the above mentioned responsibilities, the Agreement may be terminated by the party via written notice;
- The annual projects resulting from this program will be subject to funds appropriated;
- Technical service will be subject to the availability of staff. The District reserves the right to establish priorities for providing such services and assistance; and
- Failure of landowner to meet Landowner Responsibilities may negate him/her from other Conservation District Programs.

Project Funding/Cost-sharing/Incentives:

The program will pay for all rehabilitation and signing; Westlake Watershed District will seek external co-sponsors for these costs. If a landowner is unwilling to volunteer threatened prime habitat without compensation, the district may pursue long-term external funding to lease the land.

Westlake Watershed District 			Policy Directives		
Section # 11.3		Date Approved January 15, 2016		Date of Revision	
Subject <u>Conservation Corridor Program</u>		Tom Anderson Board Chairman		Date Issued January 15, 2016	
		John Berthaudin Board Vice-Chairman		Page 1 of 3	

PURPOSE:

By managing our resources sensibly, we can make the most of the remaining natural vegetation without restricting the farmer in the process. One method of maintaining the remaining natural habitat is through the Conservation Corridor Program. This program involves utilizing road allowances as areas where vegetation is allowed to grow in its natural state. By preserving parcels of our natural environment, we are sensibly managing our natural resources for the future.

Road allowances are basically corridors of Crown or Public Lands held in trust by local governments to provide community transportation routes where needed. Strips 99 feet wide were set aside around every square mile of surveyed land for this purpose.

By maintaining the native cover on or adjacent to road allowances, District residents would gain such benefits as:

- Natural shelterbelts that reduce erosion of adjacent fields;
- Retention of snow and maintenance of small wetlands, resulting in slower spring run-off and improved sub-soil moisture;
- Habitat for native wildlife to survive the winter and raise their offspring over the summer;
- A land base for a diversity of wild plants and animals;
- Recreational corridors for humans - for berry picking, cross-country skiing, photography, hiking or nature observing; and
- A more attractive countryside.

PROCEDURE:

The procedure for designating specific road allowances as conservation corridors involves a number of steps. They are as follows:

- Description of Conservation Corridor Program to Municipality
- A representative of the Westlake Watershed District will attend a meeting of the Municipal Council and give a presentation explaining the purpose and the logic behind the program.
- Council Approval in Principle of Program

The next step belongs to the Municipal Council. They must approve a resolution endorsing the implementation of this program in their Municipality.

Example:

WHEREAS the Rural Municipality of has agreed to enter into an agreement with the Westlake Watershed District to preserve unused road allowances for Conservation Corridors at no expense to the Municipality. Now, therefore Be It Resolved That the Rural Municipality of request the Westlake Watershed District to provide an inventory of the road allowances in the Municipality to determine those eligible as potential Conservation Corridors.

- Survey of RM
The RM will designate those Corridors to be signed.
- Signed Agreement between the District and RM
An agreement is put forth to be signed by both parties detailing:
 - The designated Conservation Corridors; and
 - The roles and responsibilities of the District and the RM.
- Public Information Campaign
The Westlake Watershed District will inform the landowners of the Conservation Corridor Program and explain its wisdom and operation.
- Conservation Corridor Signs Erected
All road allowances designated by Council as Conservation Corridors will be signed at 100% District cost. The District will erect 4' x 4' signs on the designated Corridors for each RM. More may be posted in the future as funds permit.

EXAMPLE OF THE SIGNS:

4' CONSERVATION CORRIDORS

4' In Co-operation with the RM of

As PER AGREEMENT made in duplicate this day of , A.D., 20.

BETWEEN:

WESTLAKE WATERSHED DISTRICT

(Hereinafter referred to as "The Conservation District")

- and -

THE RURAL MUNICIPALITY OF

(Hereinafter referred to as "The Municipality")

CONSERVATION CORRIDOR AGREEMENT

WHEREAS it is the objective of Westlake Watershed District to conserve soil, water and wildlife resources; and

WHEREAS Westlake Watershed District has undertaken a conservation program to protect designated road allowances; and

WHEREAS The Municipality has the jurisdiction of road allowances {Municipal Act, Section 215 (1)(a)}; and

WHEREAS The Municipality and Westlake Watershed District agree mutually that Conservation Corridors are important for the following reasons:

(a)To prevent soil erosion;

- (b) To maintain and protect wildlife habitats;
- (c) To improve the aesthetic value of the Municipality; and
- (d) To provide public access.

NOW THEREFORE in consideration of the mutual covenants contained herein, the parties here to agree as follows:

1. The Municipality hereby grants to Westlake Watershed District the right of designating road allowances as shown in Appendix "A" (hereinafter called "Conservation Corridors"), within the Municipality.
2. The Conservation District hereby agrees that it will:
 - (a) Prepare and provide the Municipality with an inventory of all conservation corridors within the Municipality (Appendix "A");
 - (b) Develop the conservation corridors in consultation with the Municipality upon the following priorities:
 - (i) To prevent soil erosion,
 - (ii) To maintain and protect wildlife habitats,
 - (iii) To improve the aesthetic value of the Municipality, and
 - (iv) To provide public access.
3. It is understood by the parties hereto that any conservation corridor designated by way of this agreement may be reclassified, added to or negated from this agreement by either party for any reason by way of signed amendment to this agreement.
4. The parties hereto agree that the Conservation District shall not be liable to the Municipality for any acts or omissions by virtue of this agreement and the Municipality hereby indemnifies and saves harmless the Conservation District for any liability incurred by the Conservation District by virtue of its covenants in this agreement.

IN WITNESS WER/HEREOF the parties hereto have hereunder set their corporate seals duly attested by their proper officers on that behalf.

WESTLAKE WATERSHED DISTRICT

Date

RURAL MUNICIPALITY OF

Reeve _____

Date

Secretary-Treasurer _____

Date

PRESS RELEASE & MAIL OUT TO ALL RESIDENTS IN THE AFFECTED RURAL MUNICIPALITY

The Westlake Watershed District and RM of _____ have entered into an agreement called the Conservation Corridor Program. The Program is co-operative in nature and is designed to designate those road allowances that by virtue of their natural characteristics, elicit conservation benefits for Soil and Water Conservation and Wildlife Habitat. These Corridors will be (posted) signed by the Westlake Watershed District. The main purpose of the Program is to deter inadvertent destruction or deterioration of these very important public lands. By identifying these critical conservation areas, and by protecting them for the future, we are preserving pieces of nature and heritage for our future generations. The RM of _____ and the Westlake Watershed District hope that you will help manage our resources for tomorrow's generations by supporting our efforts.