

CENTRAL ASSINIBOINE WATERSHED DISTRICT

POLICY MANUAL



**Updated
April, 2025**

**CENTRALASSINIBOINE
WATERSHED DISTRICT**

POLICY MANUAL

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Introduction

The Watershed Districts Program operates under the authority of *The Watershed Districts Act*. The objectives of the Act are to provide for the conservation, control, and prudent use of 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 Central Assiniboine Watershed Board to guide the board members and employees of the 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 Watershed Districts Board will attempt to have the policies kept current. Comment and suggestions for change is also invited from all employees. Suggestions for change should be directed to the Watershed Districts 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 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 WD 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

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	Central Policy Directives Policy #1.1 Mission & Vision	Assiniboine	Watershed	District Page 1 of 1
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue			Board Chairman	Board Chairman Vice Chairman

Mission:

CAWD will manage water & environmental resources to promote a healthy watershed and sustainable lifestyle for current and future generations.

Vision: CAWD envisions a future where communities, agriculture, and the environment are healthy, sustainable and in balance with one another.

Section 2: Board Governance

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	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.1 Powers and Duties of the Board		Page 1 of 1	
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue		Board Chairman	Board Chairman	Vice

The WD Board is the governing body of the WD. The Board operates within the WD 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 WD.

Providing or making provision for 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 WD.

Providing for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of the WD.

Having the WD program evaluated in order to determine the effectiveness with which the WD is achieving its purposes.

Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of business.

Providing for the dissemination of information relating to the District necessary for creating a well-informed public.

	Central Policy Directives Policy #2.2 Board Elections	Assiniboine	Watershed	District
08 April 13 Date Issued	Revision History July 2021			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

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

The inaugural meeting will be held at the January Board Meeting each year.

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

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

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.

Members at Large: One of the two spots that CAWD can appoint goes to the City of Brandon as part of their agreement with the board to join the district. The other spot can go to any person who resides within a paying members’ municipal boundary or not. The appointed person will bring value and respect the current rules and responsibilities of the board as laid out in this Policy Manual and the Human Resources Manual.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.3 Qualifications of Board Members		Page 1 of 1	
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue		_____ Board Chairman	_____ Board Chairman	_____ Vice

A person is qualified to be nominated for and elected as a trustee of a WD 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 WD; 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 WD.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #2.4 Declaring a Seat Vacant	Page 1 of 1			
08 April 13 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	_____ Board Chairman		_____ Board Chairman	_____ Vice

A WD 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 manager;
- 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 / landowner of the WD;



**Central Assiniboine Watershed District
Policy Directives**

**Policy #2.5
Leaves of Absences**

Page 1 of 1

15 Dec 08 Revision History
Date Issued

15 Sept 08
Date of Original Issue

Board Chairman

Board Vice
Chairman

The Board believes it is an obligation of each member to assist with and contribute to the fulfillment of the duties and obligations of the Board as a whole and Sub-District Committee.

In order to meet this obligation, it is necessary that each member be in regular attendance at Board meetings and at meetings of the committees of which they are members.

Therefore, leaves of absence for 3 or more consecutive regular meetings will be granted by the Board only for medical or other exceptional circumstances.

RM's and appointee will receive written notification of absence of 3 or more consecutive meetings.

	Central Policy Directives Policy #2.6 Conflict of Interest	Assiniboine	Watershed	District
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

Board members are required to file with the Administrator of the WD a statement disclosing assets or pecuniary 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 annually by Feb. 15th upon becoming a Board member or refilled when assets or interests are obtained affecting a conflict of interest

	Central Policy Directives Policy #2.7 Board Committees	Assiniboine	Watershed	District
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman Vice Chairman	

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 normally are:

Finance/Human Resources (Board Chair cannot sit on this committee)
Policy
MAW Reps

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

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.8			
	Board Duties of the Chairperson & Vice-Chairperson			Page 1 of 1
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue		Board Chairman	Board Chairman	Vice

The Chairperson of the Board shall perform all duties imposed by the *WD 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,
- to call special meetings of the Board
- to sign official WD documents that require the signature of the Chairperson's Office.
- to exercise their right to vote on all motions before the Board. (In cases of tie votes the motion is considered to be defeated).

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

	Central Policy Directives Policy #2.9 Duties of Individual Board Members	Assiniboine	Watershed	District
08 April 13 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice Chairman

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 *WD Act* and Regulations, policies of the Commission, and directives from WPP.
- Having a general knowledge of the goals, programs and facilities of the WD.
- 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 WD.
- 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.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.10 Regular Board Meetings	Page 1 of 1		
15 Dec 08 Date Issued	Revision History April 2025			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

The Board shall meet once monthly unless otherwise determined by the Board. Board meetings will follow the "Fiscal Year" for resolution numbering.

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. Call to Order
2. Delegations
3. Approval of Agenda
4. Approval of Minutes
5. Business Arising from Minutes
6. Financial Report - Administrator
7. Committee reports
8. In Camera Discussions
9. Unfinished Business
10. New Business
11. Correspondence
12. Next meeting
13. Adjournment

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.11 Special, Emergency & Electronic Resolutions for Board Meetings			Page 1 of 1
15 Dec 08 Date Issued	Revision History June 2017 – Jan. 2018			
15 Sept 13 Date of Original Issue		Board Chairman	Board Chairman	Vice

Special

The Chairperson of the Board or in his 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 and no other items can be added or discussed. Special meetings would normally require the same notice as a regular meeting and once a quorum is present have the same status as a regular meeting and business is conducted in the usual manner.

If two or more board member requests a meeting the board chair is obligated to call a special meeting.

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.

Electronic

When E-mails are sent out to make decisions between regularly scheduled meetings, the following steps are taken when replying an answer (this will be added to the bottom of all E-decision emails):

- When responding to the message the "reply to all" button is to be used, so all that were sent the message, can read every one's comments;
- A timeline of 4 days to respond will be posted within the message;
- A non-response will indicate a yes by the representative;
- You can reply more than once if you have comments to someone else's comments;
- A vote can be altered before the vote deadline if discussion points raised change your views.
- Expenditure limits for electronic resolutions will be \$1500 to \$10,000
- Official resolution will be signed at next board meeting.
- Email responses are printed and saved, to next meeting file, on network & dropbox.

****See Policy 5.5 for payment authorization**

	Central Policy Directives	Assiniboine	Watershed	District
Policy #2.12 General Regulations for Board Meetings	Page 1 of 2			
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

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 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 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 unanimously by 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 3 hours in duration except by a motion approved by the majority of the Board members present.

	Central Policy Directives Policy #2.13 Motions	Assiniboine	Watershed	District
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

A motion must be in writing on a form provided. Every motion must be signed by the mover and seconder before being presented to the Chairperson.

The Mover shall read each motion to the Board, giving the mover and seconder, before it is debated.

Any Board member who has made a motion has the liberty to withdraw it with the consent of his 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 the same meeting provided that there is unanimous consent for the reversal from all members present and voting on the original decision.
- 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.

- 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 abstention will be considered a negative vote. A tie vote shall be declared lost.
- If any member considers himself grieved by the decision of the Chair, it shall be his 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 reasons for appealing and the Chairperson may explain his 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.

	Central Policy Directives Policy #2.14 In-Camera Session Committee Of the Whole	Assiniboine	Watershed	District
15 Dec 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

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 for 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 closed session.

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.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #2.15 Policy Adoption and Revision				Page 1 of 1
15 Sept 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

Policies are adopted to provide guidance and authority for employees of the WD. Policies also ensure that similar situations are dealt with consistently.

Adoption of new policies or the revision 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 the Manager and the Administrator to call to attention policies that are needed or 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, reaction or further study.

When appropriate, reaction to proposed policy should 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.

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 or regulations to put them into effect. Policy manuals should be up-dated as required.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #2.16 Administration in Policy Absence				Page 1 of 1
15 Sept 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

In cases where action must be taken within the watershed district and, where the Board has approved no guides for administrative action, Managers shall have the power to act.

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.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.17 Orientation of New Members	Page 1 of 1		
15 Sept 08 Date Issued	Revision History			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice

The magnitude of WD responsibility calls for knowledge of and orientation to many areas of information and understanding. Under the guidance of the experienced Board members and the WD office administration, orientation will be provided to new Board members through activities such as:

Orientation meetings with the WD office administration and/or manager.

The provision of printed materials on board policies and procedures, reports prepared for the Board by the administrative staff, and general Commission policies and SD directives.

It is recommended that the orientation session(s) for new Board members and Sub-District members be within one month of the time that the members take office.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.18 Recognition of Retiring Board Members and Staff			Page 1 of 1
15 Sept 08 Date Issued	Revision 19 March 2024	History		
15 Sept 08 Date of Original Issue			Board Chairman	Board Vice Chairman

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. If he/she has served a total of six years or more, they will be presented with a suitable gift. (\$100 to a maximum of \$150 value)

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #2.19 Board and Sub-District Member Compensation and Expenses			Page 1 of 1
15 Sept 08 Date Issued	Revision History April 2025			
15 Sept 08 Date of Original Issue	Board Chairman		Board Chairman	Vice Chairman

The Board will pay meeting time allowance and mileage to each member as approved by Board resolution. The following are approved by resolution #067-25.

- Mileage
- Meals
- Accommodation -
- Time

Members will not be compensated for actions or work that has not been approved by the Sub-District and/or Board and/or Manager.

Members attending additional meetings will be compensated (i.e. conventions/workshops/provincial committees) as approved by the Board.

Rates paid will be reviewed annually.

Claims must be submitted within the districts fiscal year April 1 – March 31st.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #2.20 GROW Program Policy	Page 1 of 1			
April 10, 2025 Date Issued	Revision History:			
April 10, 2025 Date of Original Issue	Board Chairman		Board Chairman	Vice

GROW applications and process as follows:

- Follow program guidelines set out by MHC (Manitoba Habitat Conservancy) and the Province;
- Follow program requirements and cost-shares set by the GROW Committee and approved by the district board. This is done annually before the start of the district fiscal year;
- The GROW Committee approves projects as proposed by staff then the main District Board confirms GROW Committee recommendations at a Board meeting;
- Minimum acres to require an amendment to the agreement (5 acres);
- Minimum acres for a Rotational Grazing project to impact is 80.

Section 3: Fiscal Management

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	Central Policy Directives	Assiniboine	Watershed	District
	Policy #3.1 Annual Budget Preparation and Adoption	Page 1 of 1		
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

The WD 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 by the administrative staff in accordance with the requirement and timelines of Watershed Planning and Programming along with the procedures outlined below.

- The Sub-District Committees and Board submit program and budget recommendations.
- The Administration staff prepares a preliminary budget.
- The preliminary budget may be reviewed/presented to R.M. Councils, technical professionals or the public for discussion and comment.
- The budget is presented to the WD Board for comment, review and approval by resolution.
- The final budget is submitted to Watershed Planning and Programming (format, timelines). Municipalities are advised of the amounts they are required to raise.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #3.2 Municipal Notice of Annual Financial Levy				Page 1 of 1
20 April 09 Date Issued	Revision History June 2017			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

The administrator will advise all municipalities of the annual financial levy and method/timing of payment no later than February 15th, of each year.

The Board will approve the schedule of payment on an annual or semi annual payment as follows:

- Annual or semi-annual basis
- April 1st
- October 1st

The request for payment will be in the form of a dollar value levy, not a mill rate.

Request that payment not be made until April 1st each year.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #3.3
Board Signing Authority**

Page 1 of 1

20 April 09 Date Issued	Revision History June 2017, Jan. 2018		
12 January 09 Date of Original Issue		Board Chairman	Board Chairman Vice Chairman

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

For legal documents the signatures shall be:

- the Chairperson of the Board, the Vice-Chairperson, or Chair of Finance Committee
- the Administrator and/or Manager of the WD

For banking transaction's the signatures shall be any two of the following positions:

- the Chairperson of the Board, Vice Chair or the Chair of the Finance Committee and the Administrator or Manager of the WD.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #3.4 Banking		Page 1 of 1	
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue		_____ Board Chairman		_____ Board Vice Chairman

WD 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.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #3.5 Audit			Page 1 of 1
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue		Board Chairman	Board Chairman	Vice

The WD will have a complete audit at the end of each fiscal year. The audit will be conducted in accordance with standard audit procedures. The auditors for the WD will be appointed annually by the Board. Board approved audits will be submitted to Watershed Planning and Programs policy timelines.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #3.6 Retention of Financial Records		Page 1 of 1		
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

The following specifies minimum periods for retaining the WD financial records.

Permanently

- Cash Receipts and Disbursement Records
- Annual Cash Receipts and Disbursements Statements
- Financial Report signed by the Signing Officers
- Any legal documents or certificates (investments, etc.)

Seven Years from end of Fiscal Year

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

	Central Policy Directives Policy #3.7 Board and Sub-District Member Local Reserve Spending	Assiniboine	Watershed	District
April 10, 2025 Date Issued	Revision History:			
April 10, 2025 Date of Original Issue	Board Chairman		Board Chairman	Vice Chairman

Non-Cost-Shared funds: Watershed Districts can supplement annual cost-shared funds through locally generated funding and external grants.

Any Administration costs from all forms of grant or external revenue are secured by staff. (Example: GROW)

The Board has the authority to spend these funds through their approved budget.
Local funds can include Municipal Levies in excess of the 3:1 cost-share ratio that have been voluntarily provided to the District by member Municipalities.

Additional local funds include district revenue, landowner cash contributions and donations.
The Board may transfer additional Municipal levies (local funds) into a local reserve account if:

- The 3:1 ratio has been satisfied;
- The funds in the local reserve have a purpose defined in a Board policy and if the Board has a local reserve;
- There is a Board Policy defining the purpose of the local reserve funds.

For more information please refer to the Watershed Districts Program Policy and Procedures Manual, **Policy 3.0 – Fiscal Management.**

Section 4: Administration: Human Resources

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	Central Policy Directives	Assiniboine	Watershed	District
	Policy #4.1 Administrative Goals		Page 1 of 1	
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue		Board Chairman	Board Chairman	Vice

It is the management's responsibility, under the direction of the Board, to mobilize, coordinate, develop and deliver the programming in the District.

The Managers major responsibilities would include:

- Delivery of programs, projects and policies as directed by the Board.
- Management of staff
- Maintaining facilities and equipment.

It is the Financial Administrator's responsibility, under written direction of the Board and the Manager to:

- Provide secretarial and financial duties to meet conservation goals.
- Acquiring supplies and equipment necessary for the operation of the District

	Central Policy Directives Policy #4.2 Watershed District Administration	Assiniboine Watershed	District
20 April 09 Date Issued	Revision History		
12 January 09 Date of Original Issue	_____ _____ _____ Board Chairman		
	Board Chairman	Vice	

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

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

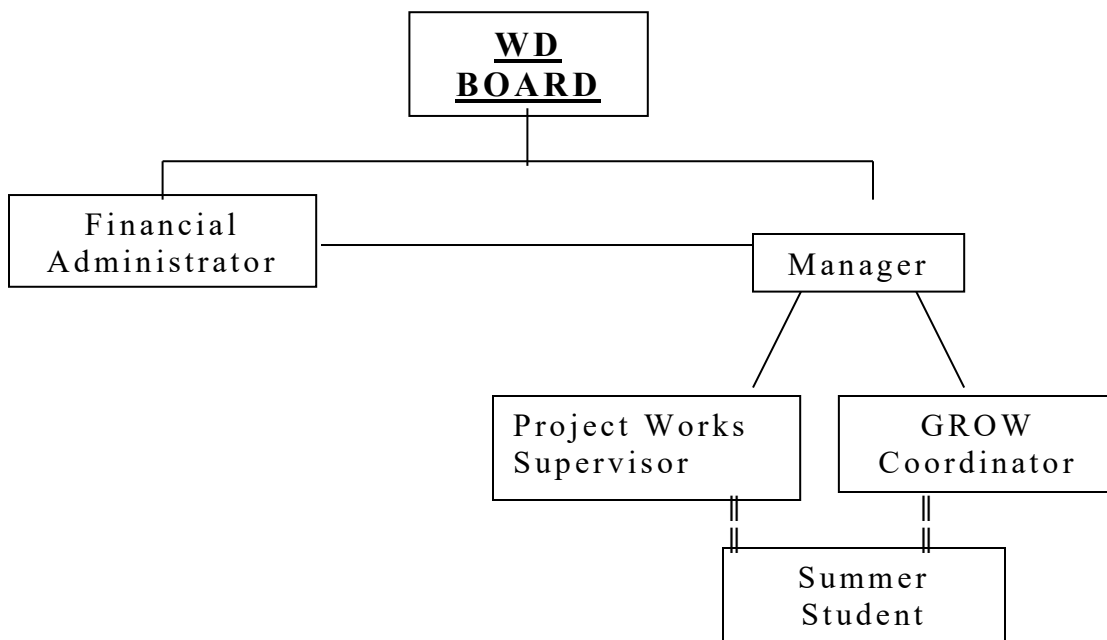
When vacancies occur these positions can be filled on a temporary or acting basis until a suitable replacement can be found.

	Central Policy Directives	Assiniboine	Watershed	District
Policy #4.3 Board Organization Chart	Page 1 of 1			
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

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

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

All staff shall keep each other informed of their daily activities



	Central Policy Directives	Assiniboine	Watershed	District
Policy #4.4 Conflict of Interest – Watershed Districts Staff				Page 1 of 1
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

BACKGROUND: To ensure that Watershed Districts Board staff including manager and administrator avoid any situation where a conflict of interest should exist or appear to exist between their private and official duties.

All staff have an obligation to act in a manner that will bear the closest public scrutiny. It is the responsibility of the employee to obtain clarification and a ruling from their Board when a situation arises that may appear to conflict with the policy.

POLICY:

1. In order that all honesty and impartiality may be beyond doubt, staff should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part or seek in any way to gain special treatment from them.

a) 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, which information is not generally available to the public.

b) Staff should not give preferential treatment to any person or organization in which they have family, friends or other interest.

c) Staff is responsible to disclose any situation or matter where they have a conflict of interest or the foreseeable potential for a conflict of interest.

d) Staff should obtain clarification from their Board when a situation arises that may appear to be a conflict.

e) Departure from any of these rules without Board approval may be cause for dismissal.

Section 5: Administration: General

NO.	POLICY	PAGE
5.1	Construction	42
5.2	Land Acquisition	43
5.3	Sale of Crown Lands	44
5.4	Engineering and Construction	45
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	Central Policy Directives Policy #5.1 Construction	Assiniboine	Watershed	District
08 April 13 Date Issued	Revision History			
29 June 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

Program Definition:

The CAWD 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.

	Central Policy Directives Policy #5.2 Land Acquisition	Assiniboine	Watershed	District
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice Chairman

Program Definition:

The CAWD 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 CAWD 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 lands and facilities suitable for outdoor resource-based recreation, accessible to all residents of 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 CAWD may:

- Accept a gift of land from a person, estate, or agency.
- 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.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #5.3 Sale of Crown Lands			Page 1 of 1
20 April 09 Date Issued	Revision History			
12 January 09 Date of Original Issue		Board Chairman	Board Chairman	Vice

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.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #5.4 Engineering and Construction	Page 1 of 1		
20 April 09 Date Issued	Revision History May 27, 2013 Jan. 25, 2018 April 2025			
12 January 09 Date of Original Issue	Board Chairman		Board Chairman	Vice

Survey and design work will be done upon subdistrict project approval.

Procedure is as follows:

1. Staff may investigate potential project sites for information gathering to present at next subdistrict meeting.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.5
Payment of Bills Without prior Authorization**

Page 1 of 1

08 April 13 Date Issued	Revision History		
	June, 2017 – Jan. 2018		
12 January 09 Date of Original Issue	July 2021		
	April 2025		
		Board Chairman	Board Vice Chairman

The Central Assiniboine Watershed District Board is responsible to ensure all work done on their behalf is done in good faith and according to established standards;

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

Therefore, all purchases require a purchase order number through the Financial Administrator.

All purchases greater than \$500, require approval of the Manager. The Manager can approve expenditures up to \$3,000.00 for day to day operating expenses, excluding program payouts. Expenditures greater than \$3,000.00 require approval of the board. \$3,000 to \$15,000 may be approved by electronic resolution.

Staff may hire contractors based on contractor price list of equipment and material they have available. Letters will go out in December of each year requesting the following year's equipment rates and a return date of March 15.

E-Decisions outside regular scheduled board meetings

When a decision requiring board approval between board meetings, manager will email all board members and administrator the information relevant to decision to be made. All recipients shall use 'reply to all' protocol.

Template:

When emails are sent out to make decisions between regularly scheduled meetings the following steps are to be taken when replying an answer. (This will be added to the bottom of all E-decision emails):

- When responding to the message the "reply all" button is to be used so all that were sent this message can read every ones comments.
- A timeline of 4 days to respond will be posted within the message
- A non-response will indicate a yes by the representative
- You can reply more than once if you have comments to someone else's comments
- A vote can be altered before the vote deadline if discussion points raised change your views.

Expenditure limits for electronic resolutions will be \$3,000 to \$15,000

Official resolution will be signed at next board meeting.

Email responses are printed and saved, to next meeting file on server.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.6
Payment of Taxes for Land Acquired as
Multi-Resource Projects**

Page 1 of 1

20 April 09
Date Issued

Revision History

12 January 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

The Board will pay taxes for all land purchased under the Multi-Resource Land Acquisition Program.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.7
Policy Amendment**

Page 1 of 1

20 April 09
Date Issued

Revision History

12 January 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

Policies and programs are general operating rules.

The Board reserves the right to review, amend, alter, cancel or suspend any policy or program as determined necessary by resolution.

Special warrants, projects or conditions may be implemented as determined necessary by resolution.

There must be a notice of motion from prior Board meeting before said policy/program is amended/altered/cancelled/suspended at the next Board meeting.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.8
Subdivision Application Review**

Page 1 of 1

20 April 09
Date Issued

Revision History

12 January 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

Staff will provide a preliminary review of all subdivision applications received. Applications that may affect the District's mandate or activities may be reviewed by the Sub District for local input.

The board will be asked for consideration should the application have influence or relate to policy matters.

General Subdivision Guidelines

1. The District will express concern when the application intentions:
2. Are not in the best interest of integrated natural resource management.
3. May detrimentally affect a resource or correlative right of neighboring ratepayers.
4. Are apparently irrespective of potential damaging consequences; and/or
5. State or imply otherwise necessary works on behalf of the District.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.9
Facilities Use/Equipment Use**

Page 1 of 1

20 April 09
Date Issued

Revision History

12 January 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

Equipment Use:

The Board will not lend any WD equipment for private, Board or staff use.

Equipment is to be used for Board approved programming only.

Equipment may be leased or loaned to other WD's with board approval.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.10
Applications for Programs and Projects**

Page 1 of 1

20 April 09 Date Issued		Revision History January 2018 March 2024	
12 January 09 Date of Original Issue		Board Chairman	Board Vice Chairman

Original applications for programs and projects must be received at the office to complete files.

For Rebate Applications:

Invoices may be considered if dated within one calendar year, from date received.

Cost per acre for in-kind labor when using as project match as per Provincial Cost Guide.

Project amendments that require an alteration to agreements between the landowners and the district:
-5 acres is the minimum either adding or subtracting that would require a project amendment form;

Replacing equipment on a project site that is currently still under an agreement between the district & landowner-
-only eligible if the project has EG&S (Environmental Goods & Services) benefits added to what the existing agreement stipulates or must wait until the agreement timeline expires.

Shelterbelt replants for projects district partners with under district core funds or GROW

- District will help with replants at a cost of 75/25 for up to two years after planting.
- District needs to be notified of any replants the fall before to be sure to budget and source trees.
- Planting procedures and site inspection will be done post initial planting to ensure accuracy of work.
- Replants will not be eligible if damage to trees is a result of land use practices or chemical spray from adjacent agricultural land.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #5.11
Landowner In-Kind**

Page 1 of 1

20 April 09
Date Issued

Revision History
January 2018

12 January 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

Central Assiniboine Watershed District will not provide financial compensation for in-kind work by the landowner in programs and projects.

Project contribution: in-kind rates are aligned with provincial guidelines.

Section 6: Human Resources

NO.	POLICY	PAGE
	***See Human Resources Manual	
6.1	Managers Job Description	54
6.2	Administrator's Job Description	55
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**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.1
Manager Job Description**

Page 1 of 1

20 April 09
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Revision History

Board Chairman

Board Chairman Vice
Chairman

**See Manager contract



**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.2
Administrator Job Description**

Page 1 of 1

20 April 09
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Revision History

Board Chairman

Board Vice
Chairman

**See Administrator contract



**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.3
Support Staff**

Page 1 of 1

08 April 13
Date Issued

Revision History

20 April 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

**See employee contracts



**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.4
Workplace and Employee Safety**

Page 1 of 1

25 May2009
Date Issued

Revision History
January 2018

Board Chairman

Board Vice
Chairman

Objective:

To provide all employees with a safe work environment. Time and consideration has been taken so that all duties assigned have your experience and safety in mind.

Duties of the Employer:

- 1) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- 2) Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use disposal and transport of any article, device, equipment or biological, chemical or physical agent.
- 3) Take every precaution reasonable in the circumstances for the protection of a worker.
- 4) Ensure adequate training and personal protective equipment is provided including reviewing the Employee Orientation Guidelines and providing onsite training. (Appendix A)

Duties of the Supervisor:

- 1) Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.
- 2) Where so prescribed, provide a worker with written and on-site instructions as to the measures and procedures to be taken for the protection of a worker.
- 3) Take every precaution reasonable in the circumstances for the protection of a worker.

Duties of the Employee:

- 1) Obtaining information and training on hazards in the workplace.
- 2) Maintaining safe workplace conditions, following safe work practices and wearing personal protective equipment as required while performing one's job duties.
- 3) Notifying one's supervisor of unsafe or unhealthy conditions, work practices and procedures in a timely manner.
- 4) Correcting unsafe conditions and activities where possible and providing recommendations to the supervisor of how such conditions and activities can be corrected.
- 5) The employee has the right to refuse work if they feel it is unsafe.
- 6) Safety gear – ear protection, safety glasses, which will be provided by district.
- 7) Boot allowance is up to a maximum of \$200 per year. The boots purchased have to be proper CSA approved wearing steel toe with green triangle safety boots. Staff can buy the boots and bring in a receipt for payment, if over \$200 the staff will have to absorb the difference. This allowance will be available each year to field staff. If total boot allowance is not spent, the remainder may be put towards the purchase of gloves, coveralls, etc.
- 8) No employee shall enter confined spaces while performing regular duties.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.5
Workplace Harassment Policy**

Page 1 of 1

July 2021
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Revision History

Board Chairman

Board Vice
Chairman

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

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

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

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

POLICY: Every board or sub-district member and staff member is entitled to work in an environment that is respectful and free from all forms of harassment and bullying.

STANDARDS:

1. The District Board will provide a workplace that is supportive of the productivity, dignity, and self-esteem of every board member, sub-district member and employee.
2. Harassment in the workplace is unwelcome conduct that is deliberate and offensive in nature.
3. Harassment based on race, religious beliefs, colour, gender, physical disability, mental disability, marital status, age, ancestry or place of origin is not acceptable conduct.
4. Workplace harassment is unwanted, offensive, degrading inappropriate, threatening and illegal. Harassment can include: taunting, bullying, insulting, gesturing, or practical jokes, offensive pictures of materials, refusing to converse or work with an employee or another Board member based on the above-noted grounds, as well as unwelcome inquiries about a person's private life or physical appearance.
5. Sexual harassment is a form of workplace harassment. Sexual harassment is deliberate, unsolicited, and unreciprocated behavior that is generally comprised of offensive sexual comments, gestures, or physical contact, either on a one-time basis, or in a continuous series of incidents. Unwanted sexual advances, unwanted requests for sexual favors and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when: a. submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment, tenancy, or receipt of service, or b. submission to or rejection of such conduct by and individual's demonstrably affects that individual's employment, tenancy or receipt of service.
6. Board or Subdistrict members and staff who believe they have been the subject of any kind of harassment have a responsibility to make an objection clearly known to the offender and the board chair.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.6
Code of Conduct Policy**

Page 1 of 1

July 2021
Date Issued

Revision History

Board Chairman

Board Vice
Chairman

The Code of Conduct Policy provides board or sub-district members and staff with basic principles to guide their behavior.

POLICY: Board or sub-district members and staff of the District are required to conduct themselves in a manner which: ensures integrity and impartiality in decision making; promotes the health, safety and well being of District board, staff and sub-district members; ensures compliance with the District board policies; reflects positively on the District and promotes safeguarding District property and assets.

STANDARDS:

1. Unacceptable behavior and conduct include: discourteous/disrespectful behavior; insubordination; theft of property; falsifying records; neglect of duties; a criminal offence arising while on or off duty and other acts of misconduct.

District Standards and Procedures:

2. Adhere to all District and Watershed Districts Program policies and procedures with particular emphasis on the following areas: the proper accounting and control of monies of the District; conducting their duties with impartiality and corporate security.

Impartiality:

3. Board or Sub-district 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.

4. Board or sub-district members and staff should not give preferential treatment to any person or organization in which they have a family, financial or other interest.

5. Board or sub-district 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.

Integrity:

6. Board or sub-district 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.

Confidentiality:

7. Board or sub-district members and staff shall not divulge confidential or restricted information which they gain by reason of their position.

8. Board or sub-district members and staff are required to maintain confidentiality with regard to District information, project documents and reports unless authorized for distribution from the board.

Disclosure of Criminal Charges:

9. If a board, sub-district member or staff member is charged with a criminal offence, they shall immediately report such a charge to the Chair.

10. In the event that a board, sub-district or staff member makes a report pursuant to #5 above, the Chair shall determine if the board or staff member has: a. created a real or perceived conflict of interest that impacts the

District's interests and/or b. seriously compromised the board, sub-district or staff member's ability to continue to perform his or her role in the District, in which the Chair shall bring the issues to the board's attention immediately.

Social Events:

11. Board or sub-district members and staff may be invited to lunch or dinner meetings, workshops, conferences, tours or other social occasions as part of their duties. There is no conflict of interest provided these situations have been approved by the board and serve towards the District mission.

12. Board or sub-district members and staff must conduct themselves in such a manner as to reflect positively on the District and shall conduct themselves with integrity and avoid impropriety or the appearance of impropriety on all occasions when representing the District.

Procedures:

13. Board or sub-district members and staff witnessing or otherwise aware on an incident contrary to the Standards outlined in this Code of Conduct Policy shall, as deemed appropriate, report the incident to the chair.

14. Board or sub-district members and staff found in contravention of the Standards shall be subject to disciplinary action consistent with the severity of the infraction.

15. If the Chair is found in contravention of the Standards, the matter shall be referred to the District board for a decision.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #6.7
Abuse & Molestation Policy**

Page 1 of 1

March 2023
Date Issued

Revision History

Board Chairman

Board Vice
Chairman

1. **Purpose:** The District is committed to an environment free from abuse. The purpose of this policy is to stress the importance of that commitment by education individuals about abuse, outlining how the District will work to prevent abuse and how abuse or suspected abuse be reported and addressed by the District.

2. **Zero Tolerance Statement:** The District has zero tolerance for any type of abuse. Individuals are required to report instances of abuse to the Manitoba Association of Watersheds 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 District include, but are not limited to:

Child is defined as anyone under the age of majority. Manitoba: 18 year 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 conditions.

The forms of abuse referred to in this policy so 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 and 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 behavior, intimidation, manipulation and insensitivity to race, sexual preference of family dynamics.

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

Neglect if defined as, but not limited to any behavior 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 behavior 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 District, The Manitoba Association of Watersheds, or the Program Administrator. Individuals must respond to such reports in a non-judgmental, supportive and comforting manner, but must also explain that the report may need to be escalated to the proper 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 Municipality 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 Districts hiring protocols for Vulnerable Population 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 District 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 District
- 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 Representation

The Municipality 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 District will provide training staff that includes safety and handling of 'Child', 'Youth' and 'Vulnerable Population' as defined above.

	Central Policy Directives	Assiniboine	Watershed	District
	Policy #6.8 Right to Refuse Service			Page 1 of 1
28 October 2025 Date Issued	Revision History			
Date of Original Issue		Board Chairman	Board Chairman	Vice

1. **Purpose:**
The purpose of this policy is to grant the Central Assiniboine Watershed District (CAWD) the right to refuse service to any individual, organization, or company that is in violation of requirements set forth by the CAWD, as listed in this policy.

2. **Policy:** The Central Assiniboine Watershed District reserves the right to refuse service to any individual, organization, or company that is in violation of the following requirements:
 - a. **Compliance:** Individuals that are found to be non-compliant with CAWD policies, project contracts, or agreements may be refused service.
 - b. **Respectful Workplace:** Individuals that are in violation of CAWD's Respectful Workplace Policy may be refused service. CAWD board and staff reserve the right to a workplace that is free of harassment, bullying, and inappropriate conduct. Continuation of services may be granted if the CAWD board deems the individual, organization, or company in violation of CAWD's Respectful Workplace Policy has made the proper actions to address any misconduct.

The decision to refuse service to any individual, organization, or company in violation of requirements set forth in this policy rests with the CAWD board.

Section 7 – Project Management

NO.	POLICY	PAGE
7.1	Authority for Program Approval	66
7.2	Program Evaluation	67
7.3		
7.4		



**Central Assiniboine Watershed District
Policy Directives**

**Policy #7.1
Authority for Program Approval**

Page 1 of 1

20 April 09
Date Issued

Revision History

12 January 09
Date of Original Issue

Board Chairman

Board Vice
Chairman

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.
- Staff responsible for ensuring that the Board is updated on projects and providing a monthly Summary of Expenditures.
- Where feasibility or project investigations are required, staff are responsible to confirm Sub-District or Board approval and direction for the preferred option.
- Contracts: Staff to administer providing total expenditures are within budget amount, with board approval.
- It is recommended all appropriate Sub-District members be contacted and notified of projects to be initiated in their area.



**Central Assiniboine Watershed District
Policy Directives**

**Policy #7.2
Program Evaluation**

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Board Chairman

Board Vice
Chairman

All programs will be summarized and/or evaluated by the District annually to ensure a high degree of efficiency and cost-effectiveness is maintained.