

Section 2: Board Governance

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Assiniboine West Watershed District		Policy Directive
Section 2.1	Date Approved April 16, 2024	Revision No.1
Powers and Duties of the Board	Board Chairperson Darcy Oliver	Date Issued: Date of Revision:
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The Watershed District Board is the governing body of the Watershed District and operates within the Watershed Districts Act and has all the powers, duties and authorities set out by that Act. The Board will lead in setting and approving Watershed District policy. The application of the policies is an administrative task which should be performed by the staff employed by the Board.

The Board meets at least quarterly to perform their respective duties.

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

- Establish policy that will provide direction for the Administration and Management of the WD;
- Developing and evaluating conservation programming for the Watershed;
- Employing and/or terminating staff;
- 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;
- Provide for the planning, expansion, improvement, financing, construction, maintenance and function of the WD;
- Evaluate AWWD’s programing to determine the District’s effectiveness in achieving its conservation purposes;
- Ensure all policy and relevant procedures considered essential to the efficient conduct of conservation business are in place and updated as required; and
- Support distribution of information relating to the District necessary for creating a well-informed public.

Assiniboine West Watershed District		Policy Directive
Section 2.2	Date Approved April 16, 2024	Revision No.1
Board Elections	Board Chairperson Darcy Oliver	Date Issued: Date of Revision
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Sub-district Elections

- The nominations and election of Sub-District Committee member chairs, vice-chairs and alternates shall be conducted annually prior to the Elections of the Board.
- The inaugural meeting will be held before the end of April
- In the event of a tie, a re-vote will be held, if there is still a tie, the regular board will vote by secret ballot on the nominations
- WD staff or watershed planner presides at the election.

Board Elections

- The newly elected board members and the appointed provincial representative elect from among themselves a chair and vice-chair for the next ensuing year.
- In the event of a tie, a re-vote will be held, if there is still a tie, the regular board will vote by secret ballot on the nominations
- WD staff or watershed planner presides at the election.
- There is no limitation on the term of a board member.

The nominations and elections shall be conducted according to the provisions of the Watershed District Act

Assiniboine West Watershed District		Policy Directive
Section 2.3	Date Approved April 16, 2024	Revision No.1
Qualifications of Board Members	Board Chairperson Darcy Oliver	Date Issued: Date of Revision
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A person is qualified to be nominated for and elected as a member 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 a property owner and/or resident within the WD;
- 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.

Assiniboine West Watershed District			Policy Directive		
Section 2.4		Date Approved April 16, 2024	Revision No.1		
Declaring a Seat Vacant		Board Chairperson Darcy Oliver	Date Issued:		
			Date of Revision		
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AWWD Board shall declare a seat vacant and, order an election or municipal representative to fill that seat when the member of that seat:

- Has submitted a resignation in writing to the chairman of the Board
- at the discretion of the board by motion , as a result of failing to attend three consecutive regular meetings of the Board or two of the Sub-District meetings without notification to the District of reason acceptable to the Board;
- Ceases to be a property owner and/or resident within the Watershed;

Assiniboine West Watershed District		Policy Directive
Section 2.5	Date Approved April 16, 2024	Revision No.1
Leaves of Absence	Board Chairperson Darcy Oliver	Date Issued: Date of Revision
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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(s).

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 of.

In circumstances where a Sub-District Chair is unable to fulfil their duties or attend regular meetings, it is the responsibility of the Board to appoint a member from that Sub-District (on a temporary basis) to take the member’s place on the main Board, as a voting member.

Assiniboine West Watershed District		Policy Directive
Section 2.6	Date Approved April 16, 2024	Revision No.1
Conflict of Interest – Board Members	Board Chairperson Darcy Oliver	Date Issued: Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 2

Background:

- To ensure that Watershed Districts Board members avoid any situation where a conflict of interest should exist or appear to exist between their private and official duties.
- Board members are expected to maintain high standards of honesty, impartiality and ethical conduct. Board members must be constantly aware of the need to avoid situations, which might result either in actual or perceived misconduct, or conflicts of interest, and to conduct themselves, in their official and personal relations, in a manner, which commands the respect and confidence of their fellow citizens.

Policy:

A conflict of interest is any situation in which a Board member either for himself/herself, his/her dependants, other person(s) directly related to or associated with the Board members or other organization(s), attempts to promote a private or personal interest which results or appears to result in:

- An improper personal material gain or an advantage by virtue of his/her position;
 - An interference with the objective exercise of his/her duties.
1. Board members shall not divulge confidential or restricted information, which they gain by reason of their position or authority, to any unauthorized person or release such information in advance of authorization for its release.
 2. Involvement or employment outside of the Watershed District or financial or other interests, which reduce or demonstrate the potential to reduce the ability to give the District impartial or disinterested WD service, must be clearly avoided.
 3. In order that their honest and impartiality may be beyond doubt, Board members 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.

4. Board members are responsible for immediate disclosure of any situation or matter where they have a conflict of interest or a potential for a conflict of interest. Where a Board member is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the Board or the Watershed Planning and programs , when necessary.
5. The Board shall decide by unanimous vote of other members at the meeting, whether a conflict of interest exists in the case of a member. If a unanimous vote cannot be reached, the matter shall be referred to the Manager of Watershed planning and programs.
6. No Board member shall be present at any meeting of the Board discussion or vote on any matter where it has been declared that a conflict of interest exists.
7. Departure from any of these rules without Board approval may be cause for dismissal.

Assiniboine West Watershed District		Policy Directive
Section 2.7	Date Approved April 16, 2024	Revision No.1
Standing Board Committees	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The Assiniboine West Watershed District shall have permanent committees for work related to specific topics.

Each committee shall consist of a least one Board member and no more than four members. Membership may consist of Board member or Sub-district representatives. Committee members will be appointed for a one-year term at the election meeting each year. The permanent committees of the Board are:

- Personnel (HR)
- Finance
- Machinery and Buildings
- Policy
- Local Grow Committee

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Section 2.8	Date Approved April 16, 2024	Revision No.1
Ad Hoc Committees	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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The Chairperson of the Board shall appoint committees as required by the Board.
Ad hoc or temporary 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.

Assiniboine West Watershed District		Policy Directive
Section 2.9	Date Approved April 16, 2024	Revision No.1
Duties of the Chairperson & Vice-Chairperson	Board Chairperson Darcy Oliver	Date Issued: Date of Revision
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The Chairperson of the Board shall perform all duties imposed by The Watershed Districts 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;
- Preserve order at all times and to endeavour to have business before the Board conducted with propriety and dispatch;
- Appoint committees required by the Board, except when the Board may decide otherwise;
- Call special meetings of the Board;
- Sign official WD documents requiring the Chairperson or Vice-Chairperson’s signature;
- Preserve the right to vote on all motions before the Board,
- Represent the goals and decisions of the Board; and

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

Assiniboine West Watershed District		Policy Directive
Section 2.10	Date Approved April 16, 2024	Revision No.1
Board Membership and Responsibilities	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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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.

The Manitoba government makes one (1) Provincial appointment to the Board, known as the Provincial Appointee, annually and receives full Board privileges, including voting.

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

- Attend regular board meeting or seek sub-district vice chair replacement in times of absence
- Being familiar with The Watershed Districts Act and Regulations, and The Watershed Districts Program Policy and Procedures Manual;
- Have a general knowledge of the goals, programs and facilities of the WD;
- Work harmoniously with the other Board members without trying to dominate the Board or neglect his/her share of the work;
- Speak and vote impartially at Board meetings for the good of the whole WD;
- Accept the will of the majority vote in all cases and giving support to the resulting policy;
- Represent the Board and District to the public in such a way as to promote both interest and support; and
- Accept suggestions or complaints from District residents and refer them to proper personnel for required action.

Assiniboine West Watershed District		Policy Directive
Section 2.11	Date Approved April 16, 2024	Revision No.1
Duties/Responsibilities of Individual Board and Sub-District Committee Members	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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Board Members and Sub-District committee members will assist and contribute to the fulfilment of the duties and obligations of the Board or Sub-District committee as a whole.

For the purposes of Section #2.5, the Board refers to Board and Sub-District Committees.

The duties of the individual Board members are:

- to be familiar with the Watershed District Act and Regulations and policies of the Commission.
- have a general knowledge of the goals, programs and facilities of the Watershed District.
- work together with the other Board members without trying either to dominate the Board or neglect his/her share of the work.
- Seek Vice Chair’s attendance for a meeting that the Chair is unable to attend
- to speak and vote impartially for the good of the whole Watershed District.
- accepting the will of the majority vote and giving support to the resulting policy.
- represent the Board and District to the public to promote both interest and support.
- accept suggestions or complaints in writing from District residents and refer them to the proper administrators for required action.
- abstain from individual counsel or action which could be contrary to the wishes of the Board or Sub-District Committee.
- keep the information from closed meetings strictly confidential until the Board as a corporate body deems the information available to the public by consent and/or direction.
- be an active participant in Board matters including keeping Board information organized, reading and critiquing material when required and participating in Board discussions.

Assiniboine West Watershed District		Policy Directive
Section 2.12	Date Approved April 16, 2024	Revision No.1
Board Meetings	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 2

At minimum, the Board meets at least quarterly to approve budgets and other District works. Regular Board meetings will be held at least once a month, unless otherwise stated.

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

- All regular and emergency meetings will have an appropriate agenda, recorded minutes and kept on file as per Board policy;
- Notice of all regular meetings shall be given by the Manager and/or Administrator so that the notice will be received at least 48 hours 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 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 re-convene in open session for the presentation of any motions dealing with the topic under discussion;
- Parties or delegations must request attendance and will be placed on the agenda for the next Board meeting;
- 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, or
- 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/she 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.

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.

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.

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.

No regular or special meeting of the Board will extend beyond six hours in duration except by a motion approved by the majority of the Board members present. Should a meeting require an extension the following options exist:

- Extend the meeting, or
- Continue the meeting the following day.

Decision must have majority of Board member support.

Assiniboine West Watershed District		Policy Directive
Section 2.13	Date Approved April 16, 2024	Revision No.1
Sub-district meetings	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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Sub-District meeting can be held any time of year at the call of the sub-district chair, and could involve tours, project planning or budget meetings.

Typically, one (1) meeting will be held in January of each year, in order to have elections to the AWWD Board. All other Sub-District meetings will be held as required and called by the Sub-District Chairperson and/or Manager.

Sub-Districts act as committees of the Board and require approval by motion to commit funds unless previously approved.

All regular sub-district meetings shall be open to the public.

Assiniboine West Watershed District		Policy Directive
Section 2.14	Date Approved April 16, 2024	Revision No.1
Electronic Motions	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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AWWD will recognize and support a board motion and vote via electronic message. This motion is to be recognized and supported (ratified in person) at the next available board meeting.

Assiniboine West Watershed District		Policy Directive
Section 2.15	Date Approved April 16, 2024	Revision No.1
Motions	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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All motions must be recorded by the Administrator. Each motion must have a recorded mover and seconder before being called for vote by the Chairperson.

The Administrator shall read each motion to the Board and the motion shall have a limited time for debate.

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; or
- 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.

All members present, are required to vote on every motion unless a conflict of interest has been declared. If a member abstains with reason from voting, their abstention does not affect the vote. And shall be declared lost.

Assiniboine West Watershed District		Policy Directive
Section 2.16	Date Approved April 16, 2024	Revision No.1
In-Camera Sessions	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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The Board may meet in-camera as a committee to:

- Discuss matters of negotiation with employees or their representatives;
- Consider information regarding appointment, employment, or disciplinary actions or dismissal of an employee;
- Discuss the acquisition of real property;
- Discuss litigation or potential litigation against the District;
- Consider Staff/Board disciplinary cases; or
- 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.

Assiniboine West Watershed District		Policy Directive
Section 2.17	Date Approved April 16, 2024	Revision No.1
Remuneration	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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The Board will compensate members and staff for services provided while on District business.

Members may not be compensated for actions or work that has not been approved by the Board.

Members attending additional meetings will be compensated (i.e. conventions, workshops, district standing committees, regular committee and provincial committees) as approved by the Board.

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

Sub-District remuneration for activities related to the Watershed District business must have prior approval from the Board.

Assiniboine West Watershed District		Policy Directive
Section 2.18	Date Approved April 16, 2024	Revision No.1
Orientation of New Members	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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The magnitude of WD responsibility calls for knowledge of 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, or
- The Sub-District Handbook and general review of Board policies and procedures applicable to position and relevant reports prepared for the Board by the Administrative staff.

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.

Assiniboine West Watershed District		Policy Directive
Section 2.19	Date Approved April 16, 2024	Revision No.1
Remuneration Rates/Retirement Acknowledgement	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

1. \$125 for a regular Board Meeting
2. \$20/hour with a minimum of 3 hours for all other meetings
3. \$0.20/km travel time on top of the current provincial mileage remuneration rates
4. Remuneration rates for site inspections are \$20/hour
5. Conference calls are paid at a rate of \$20/call
6. \$175.00 for extra long meetings, workshops, seminars defined as anything over 4hrs.
7. Retiring Board Members will be acknowledged for their service at a rate of \$20/year of service.

Assiniboine West Watershed District		Policy Directive
Section 2.20	Date Approved April 16, 2024	Revision No.1
Board and Subdistrict Committee Elections	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

The nominations and election of Board members from the Sub-District member appointments shall be conducted annually according to the provisions of the Watershed Districts Act. The nominations and election of Sub-District Committee member Chairs, Vice-Chairs AND Alternates shall be conducted annually prior to the Elections of the Board.

Procedure:

Annual elections are scheduled for the third Tuesday in November.

Board

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

The newly-elected board members and the appointed Provincial representative elect from among themselves a Chair and Vice-Chair for the next ensuing year.

The Manager or Administrator presides at the election.

Sub-District Committee

If a tie vote occurs to a maximum of 3 times and a quorum of the Sub-District is present, the final decision may be made by a draw of name from a hat or a flip of a coin.

There is no limitation on the term of a Sub-District Committee member.

AWWD staff or the Watershed District Watershed Planner presides over the election.

The Vice-Chair of the Sub-district whose Chair is elected as Board Chair will sit as a board member. The Chair of the Sub-District remains as Chair.

Assiniboine West Watershed District		Policy Directive
Section 2.21	Date Approved April 16, 2024	Revision No.1
Board Composition	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Assiniboine West Watershed District is comprised of 9 Sub-Districts. Each Sub-District will elect a Chairperson which will represent their Sub-District on the Board and attend board meetings.

The 9 member board will then appoint a Board chairperson for the District. The Sub-district from which the Board Chairman was appointed from will require it's Vice-Chairperson to represent them on the Board as a voting member.

Each Sub-District Chair sits on the WD's Board of Directors.

The Manitoba government makes one Provincial appointment to the Board, known as the Provincial Appointee.

The Board may also appoint up to two (2) additional members-at-large to the Board. This is optional. These appointments may change overall District composition from eleven (11) to thirteen (13) members.

Members-at-large will be appointed for a term of one (1) year and receive full Board privileges. The Board will make appointment decisions based on the value of the person's local knowledge and experiences, ability to contribute to program delivery, and willingness to contribute toward achieving the mandate of the District.

Assiniboine West Watershed District		Policy Directive
Section 2.22	Date Approved April 16, 2024	Revision No.1
Resignation and Revocation	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Resignation

A member of the Board or a subcommittee may resign their position by providing written notice to:

- The Chair or secretary of the applicable Board or subcommittee; and
- The authority that appointed or elected the member to the Board.

Revocation

A Board or subcommittee may remove a member, other than a member appointed by the Minister, from the office by a resolution supported by at least two-thirds (2/3) of the total number of members.

If the member removed is an appointee of an included municipality, the Board or subcommittee must provide a copy of the resolution to that included municipality.

At least two (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 the sub-district;
- The municipality that the member represents on the Board or sub-district;
- All members of the Board or sub-district

Assiniboine West Watershed District		Policy Directive
Section 2.23	Date Approved April 16, 2024	Revision No.1
Administration in Policy Absence	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

In cases where action must be taken within the Watershed District and where the Board has approved no guidelines for administrative action, the Manager and Administrator shall have the power to act.

Procedure:

The decision/action shall be presented to the Board at its next regular meeting. It shall be the duty of the Manager / Administrator to inform the Board promptly of such action and of the need for policy in that particular area.

Assiniboine West Watershed District		Policy Directive
Section 2.24	Date Approved April 16, 2024	Revision No.1
Policy Adoption and Revision	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policies are adopted to provide guidance and authority for employees of the WD. Policies 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 Administration to call attention to policies that are needed or are in need of revision.

When new or revised policies are introduced they can be adopted or deferred until a subsequent meeting for adoption to permit reflection, reaction or further study when required.

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 Administration 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.

Assiniboine West Watershed District		Policy Directive
Section 2.25	Date Approved April 16, 2024	Revision No.1
Delegations	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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Those who wish to appear as delegations must submit a written request outlining the purpose of their delegation to appear before council no later than 12:00 noon on Tuesday in the week preceding the meeting of council at which such delegation wishes to appear.

The application shall be accompanied by a brief statement of the subject the delegation wishes to place before the Board. Administration may refuse to place any request to speak on the agenda of the Board if a statement is not submitted with the application to appear. Written and electronic reports shall be retained by administration as an official record.

The spokesperson for the delegation may be limited to one, except where the Board otherwise permits, and the total time allowed for the delegation to make its presentation may be limited to ten (10) minutes followed by a five (5) minute question period for committee or Board members.

The role of the delegation is to provide information and not enter into debate with Board or Committee members or staff.

The video or audio recording of delegation presentations are not allowed. Delegations may speak at a meeting only with respect to matter listed in the agenda for that particular meeting.

Delegations who have previously appeared on the same subject matter shall be limited to providing new information only in their subsequent appearances.

Assiniboine West Watershed District		Policy Directive
Section 2.26	Date Approved April 16, 2024	Revision No.1
Special and Emergency Board Meetings	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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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. Special meetings would normally require the same 48 hour 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.

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.

Assiniboine West Watershed District		Policy Directive
Section 2.27	Date Approved June 17, 2025	Revision No.1
Code of Conduct	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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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 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 Planning 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:
 - 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.
 - Board or subdistrict members and staff shall not divulge confidential or restricted information which they gain by reason of their position.
 - 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 information is not generally available to the public.
 - 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 favors on their part, or seek in any way to gain special treatment from them.
 - 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.