NORTHEAST RED WATERSHED DISTRICT

BOARD & SUB-DISTRICT MEMBER HANDBOOK

Updated 11-2026

Northeast Red Watershed District
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WELCOME TO THE NORHTEAST RED WATERSHED DISTRICT

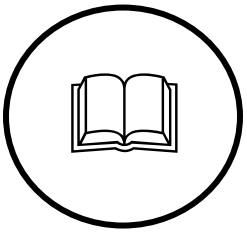
CHAPTER 1

The Northeast Red Watershed District (NRWD) was formed in 2020 when the Province of Manitoba moved from Conservation Districts to the watershed-based Watershed District Program. After boundary realignment the Cooks Creek Conservation District became the Northeast Red Watershed District, encompassing the Cooks-Devils Creek Watershed. In 2022, the Northeast Red Watershed District expanded to include the Brokenhead River Watershed.

ICON KEY	
	Important Information
	Forms to Fill Out
☑	Procedures to Follow
	Policy Review

1.1 NAVIGATING THIS HANDBOOK

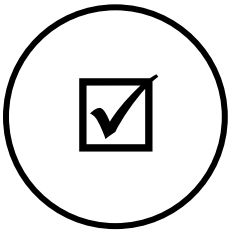
This handbook has been prepared to help Board & SD members navigate through the district's policies and procedures. It contains information on the rights and responsibilities of all Board & SD members as well as the rights and responsibilities of Administration. Excerpts and sections from the Northeast Red WD Policy Manual are included or referenced throughout this document.



**NRWD Policy #.## Section #*

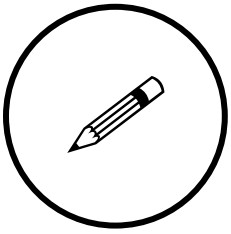
Policy Inserts

Sections of this handbook are taken directly from the NRWD policies that relate to Board & SD member rights and responsibilities. To keep this handbook at a manageable size, important sections have been copied rather than the entire policy documents. This symbol marks where NRWD Policy has been included or referenced and will identify the specific policy in the NRWD Policy Manual where members can review the complete and most current version.



NRWD Procedures

There are a number of established procedures that Board & SD members must follow that lay out the appropriate steps to take for certain tasks. Look for this symbol where NRWD Procedures are explained.



Agreement Forms

Agreement forms are a requirement for certain NRWD policies.

This symbol will mark areas of this handbook where NRWD Policy requires an agreement or other form to be completed.

1.2 MEMBER APPOINTMENT POLICY

The member municipalities that make up the Northeast Red WD shall appoint Sub-District members for each of the Sub-Districts that fall within their municipal boundaries.

Member municipalities can make 2 appointments to each Sub-District they are a part of. If the municipality has less than **fifteen square miles** of land in a particular Sub-District, they can make 1 appointment to that Sub-District. Municipalities have the option to appoint elected councilors or unelected rate payers to the Sub-Districts. Both appointments may be unelected rate payers, but only 1 of the 2 appointments can be an elected councilor.

Eligibility

Any person is eligible to be appointed by a member municipality to a Northeast Red WD Sub-District if they are a Canadian citizen, at least 18 years of age, and is a resident of or owns property within the NRWD boundary.

1.3 MEMBER ROLES

Northeast Red WD members fall into one of 6 member roles. The responsibilities and expectations are different for each member's role. The NRWD Policy Manual helps to lay out the responsibilities and expectations that are required.

1) **SD Member**: Includes all appointees to our Sub-Districts from our member municipalities. The collective group of all SD members is called the *NRWD General Membership*.
2) **SD Chairperson**: Each Sub-District shall elect a chairperson from the members of that Sub-District that shall represent the Sub-District on the Executive Board. SD Chairpersons are elected on one-year terms and there is no limit to the number of terms that a member can serve as SD Chairperson.
3) **SD Vice-Chairperson**: Each Sub-District shall elect a vice-chairperson from the members of that Sub-District that shall represent the Sub-District on the Executive Board when the SD Chairperson is unable to do so. SD Vice-Chairpersons are elected on one-year terms and there is no limit to the number of terms that a member can serve as SD Vice-Chairperson.
4) **Executive Board Member**: Includes all the elected SD Chairpersons, Executive Board Chairperson, and a Provincial Appointee.
5) **Executive Board Chairperson**: The Executive Board shall elect a chairperson from the members of the Executive Board. The Sub-District that the elected Chairperson belongs to shall then appoint their SD Vice-Chairman to represent them on the Executive Board. Executive Board Chairpersons are elected on one-year terms and there is no limit to the number of terms that a Board Member can serve as Executive Chairperson.
6) **Executive Board Vice-Chairman**: The Executive Board shall elect a vice-chairperson from the members of the Executive Board. The Vice-Chairperson shall act as Chairperson when the Executive Chairperson is unable to do so. Executive Board Vice-Chairpersons are elected on one-year terms and there is no limit to the number of terms that a Board Member can serve as Executive Vice-Chairperson.

1.4 MEMBER RESPONSIBILITIES

These are the general responsibilities of board and sub-district members.

- **Learn about your Watershed District Programs, Policies and Goals.** Programs and incentives are available to all District residents. District policies are critical to the effectiveness and efficiency of the Watershed District.

- **Read the Watershed Districts Act.** Your WD exists and operates under the legislative framework of the Watershed Districts Act and Regulations.

- **Attend All Required Meetings.** There are generally two to three Sub-District meetings per year, including the Annual Organizational Meeting, as well as 10-12 Board meetings. When discussing projects, the district relies on your knowledge of the local area and relationships with the local landowners. You are expected to share this information with your board/committee and staff.

- **Be accessible to local landowners.** Let them know who you are, how you can be reached, what the Watershed District is and how it can help landowners.

- **Think Watersheds.** All decisions on spending and projects should be based within a watershed context and should be for the benefit of the watershed as a whole.

- **Represent the Watershed.** You have been appointed by your municipality to represent the best interest of the watershed. Everything we do in our watershed has an impact (positive or negative) elsewhere within our watershed and in other watersheds.

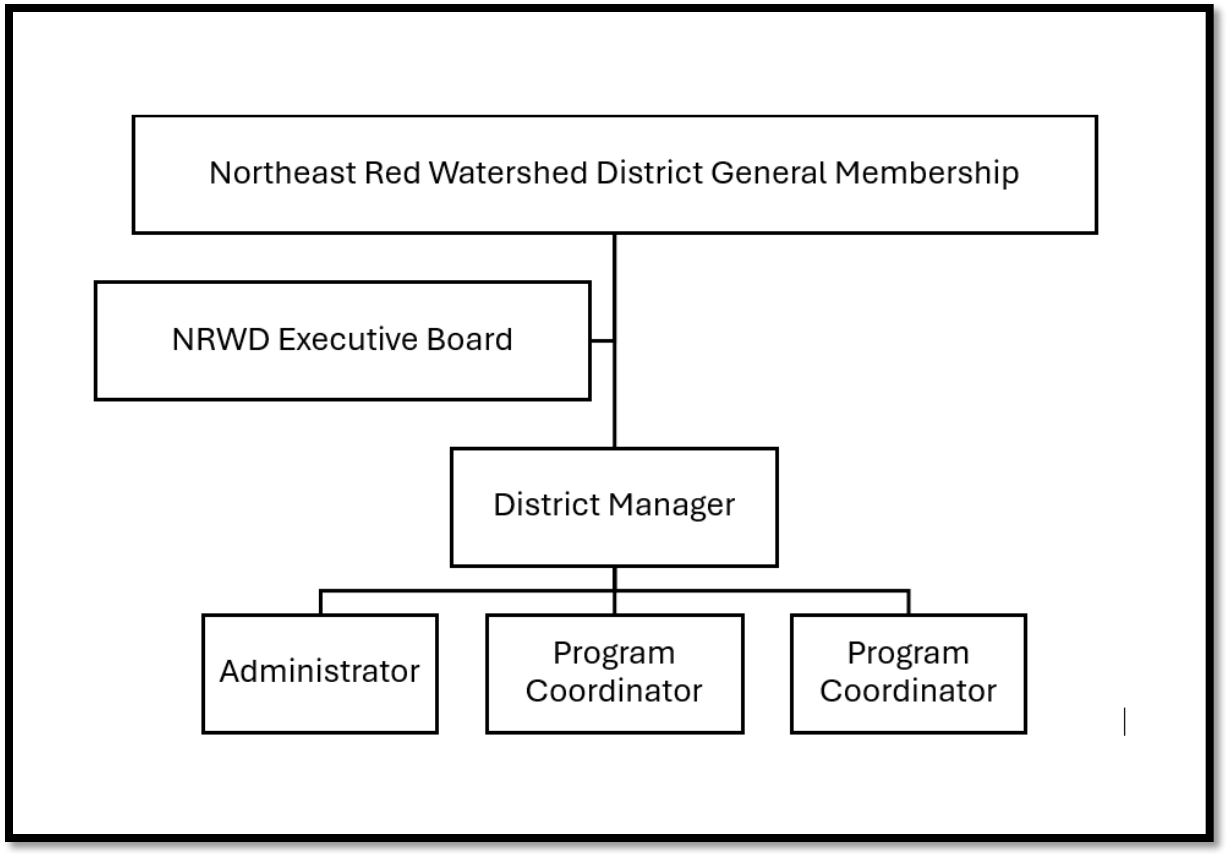
- **Keep your municipality informed.** Your municipality is entitled to receive updates on recently completed projects, new initiatives, partnerships, and future plans. Always remember that you have been appointed by your municipality to be a constructive and positive contributor to the health and sustainability of your watershed. Strive to provide your municipality with a positive report.

- **Work through your staff.** Members do not have the authority to initiate works, supervise projects or purchase goods and services without Board approval and attention to administrative procedure. Check with the District Manager if you have any questions about what you as a Sub-District or Board member can or cannot do.

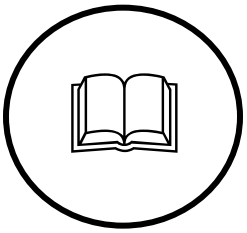
1.5 NORTHEAST RED WD BOARD/EMPLOYEE STRUCTURE

Below is the Board/Employee structure. This diagram outlines the supervisory structure of the district and shows each employee and who they report to.

Figure 1.1: Northeast Red WD Board-Employee Structure.



1.6 REMUNERATION OF EXPENSES



**NRWD Policy 3.14*

Board & SD members will be reimbursed for their time and for meal expenses when working on behalf of the district.

Councillors of Rural Municipalities will not be compensated for services provided.

Members shall be remunerated for their time at the rate of $25/hour.

Meals will be reimbursed to value of receipts (including gratuities and taxes) up to the following set maximums:

- Breakfast: up to $30/day
- Lunch: up to $40/day
- Dinner: up to $50/day

Mileage for use of personal vehicles to travel to district related events will be reimbursed at the current Provincial rates.

- Provincial Mileage Rate - $0.50/km (*as of October, 2026*)

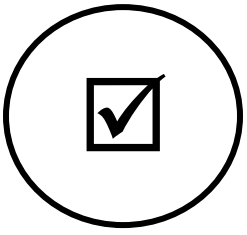
Additional expenses such as conference registrations and accommodations, that have been approved by the Northeast Red WD Board will also be reimbursed.

Members will not be compensated for expenses incurred unless a remuneration sheet has been submitted to the Administrator within 30 days of the eligible expense.

Expense reimbursements will be issued quarterly at the end of March, June, September and December. Reimbursements under $100 may be made by electronic funds transfer.

Members will not be compensated for expenses incurred for actions or work that have not been approved by the Executive Board, or the District Manager.

1.7 BOARD & SD MEMBER TRAINING



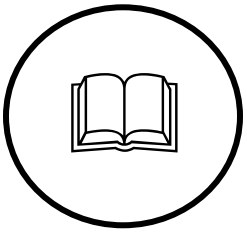
Board & Sub-District Members will be given opportunities for training on the programs and projects that Northeast Red WD have to offer to landowners. Staff will provide information for use by the members as well as for members to pass along to landowners in their sub-districts.

Other training opportunities such as board governance training will be offered as needed with approval from the Northeast Red WD Board.

CONDUCT OF MEMBERS

CHAPTER 2

This chapter covers the expectations for a respectful workplace as well as the code of conduct for board and sub-district members and the disciplinary procedure. It also covers privacy and confidentiality requirements.



**NRWD Policy 3.14*

2.1 RESPECTFUL WORKPLACE

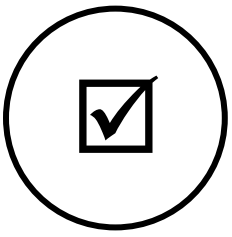
The Northeast Red Watershed District is committed to providing a safe and respectful workplace environment that is free from abuse and harassment for all staff, board and sub-district members, and partners. No person may be abused or harassed, and no person has the right to abuse or harass anyone else, at work or in any situation related to employment with this organization.

Employees & members are safe from abuse in all forms, and from harassment due to age, race, gender, sexual orientation, beliefs, appearance, ancestry, and more.

Employees & members are required to treat co-workers, supervisors, board & sub-district members, landowners, etc. with respect.

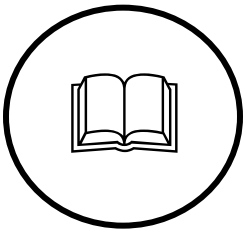
Please refer to the NRWD Respectful Workplace Policy for more information.

Record & Background Checks



Northeast Red Watershed District works in partnership with schools, school divisions, and other children's education groups causing the district to work closely with children at times during education programs. As such, members who are volunteering at NRWD education events may be asked to undertake Criminal Record, Vulnerable Persons, and Child/Adult Abuse Registry background checks. All records checks will be held in confidence in the member's personnel file unless requested by a legitimate stakeholder as proof of eligibility to work with children.

Northeast Red WD will cover any costs associated with the background checks.



**NRWD Policy 3.3*

2.2 BOARD & SD MEMBER CODE OF CONDUCT

Northeast Red Watershed District members are expected to conduct themselves in a professional and courteous manner while in board and sub-district meetings, and while representing the district at conferences, tours, workshops, or meetings with landowners. Members are expected to behave in a respectful and ethical manner to customers, contractors, district employees, and fellow board members and sub-district members.

Conduct at Meetings

Members are expected to conduct themselves professionally during board and sub-district meetings. Board meetings follow Robert's Rules of Order and members should act accordingly during meetings. Members should speak and vote impartially when called to do so and should work in the best interests of the NRWD or the Sub-District as a whole. Members should accept the will of the majority in all cases and give support to the resulting decisions and policies that result.

Members should refrain from conducting outside business during a board or sub-district meeting. Cell phones should be turned off or placed on silent and incoming phone calls or messages should only be dealt with during official breaks in the meeting.

Exceptions may be made by the chair. Members requiring an exception should inform the chair of the need for an exception and request permission to conduct outside business during the meeting. Members should excuse themselves from the meeting room and conduct their outside business away from the meeting when exceptions are granted so as not to cause a disturbance.

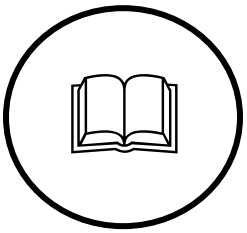
Online Conduct

Members are expected to conduct themselves respectfully online. Inappropriate comments, photographs, links, etc. should not be posted on any district social media, and members should remember their own personal online activities could have an effect on the district.

BOARD & SUB-DISTRICT ELECTIONS

CHAPTER 3

This chapter reviews the process for the Board & Sub-District elections that take place annually at the Annual Organizational Meeting.



**NRWD Policy 1.1*

3.1 ANNUAL ORGANIZATIONAL MEETING

The district will hold an Annual Organizational Meeting in November of each year. The meeting will include the annual Sub-District & Executive Board elections, and presentations from staff and invited guests.

3.2 SUB-DISTRICT ELECTIONS

Sub-District members will elect a Sub-District Chairperson and a Sub-District Vice Chairperson for a one-year term. The Sub-District election will be conducted by administrative staff of the district.

There is no limitation to the number of terms a member may serve as a Sub-District Chairperson or Vice Chairperson.

The 7 Sub-District Chairpersons and the Provincial Appointee make up the Executive Board.

3.3 EXECUTIVE BOARD ELECTIONS

The Executive Board Members will elect an Executive Chairperson and an Executive Vice Chairperson for a one-year term. The Executive Board election will be conducted by administrative staff of the district.

There is no limitation to number of terms a member may serve as an Executive Chairperson or Vice Chairperson.

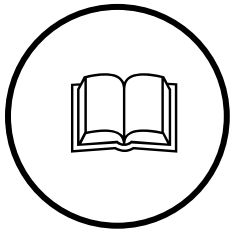
The Vice Chairperson of the Sub-District represented by the Board Member elected as Executive Chairperson shall be promoted to the position of Sub-District Chair and to the Executive Board.

SUB-DISTRICT ROLES & RESPONSIBILITIES

CHAPTER 4

This chapter reviews the roles & responsibilities of NRWD Sub-Districts.

4.1 SUB-DISTRICT ROLES



**NRWD Policy 1.2, 1.3, & 1.5.*

The Sub-District committee will work with district staff to develop recommended projects and programs for the landowners in their respective Sub-District and assist with allocating programming funding to those projects and programs they recommend.

For the Sub-District committee to function efficiently, Members are recommended to be familiar with their local area and its specific needs, concerns, and assets to protect. They are also recommended to be familiar with the different project and program options offered by the district and the procedures for how the district can assist landowners.

Sub-District Members

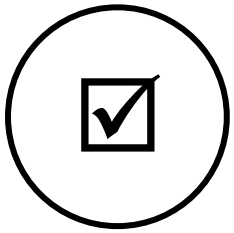
Sub-District Members are appointed by their respective Municipalities and should act as a liaison between their Municipality and the district. They should be prepared to be a first point of contact for local landowners, neighbours, and other Sub-District residents.

Sub-District Chairperson

The Sub-District Chairperson is elected annually at the Annual Organizational Meeting. Their role is to act as an unbiased voice at meetings, to help steer discussion, and to help keep meetings on track by following the agenda.

The Sub-District Chairperson is responsible for bringing the advice and recommendations of their Sub-District to the Executive Board.

4.2 SUB-DISTRICT MEETINGS

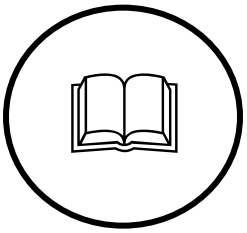


The Sub-District committee will typically meet three times a year. Sub-Districts will meet at a Spring tour or meeting, at a summer meeting, and at the Annual Organizational Meeting in November. Other meetings may be added depending on the year and the needs of the Sub-District.

Sub-District meetings are designed to be informal meetings to encourage discussion and share ideas for what the Sub-District might need. Meeting agendas will be sent out ahead of time by district staff and meeting minutes will be circulated afterwards.

Members will receive project updates from staff on the ongoing project work that is happening within their Sub-Districts, as well as information on Sub-District specific budgets and expenses.

4.3 MEETING ATTENDANCE



**NRWD Policy 1.5*

Members are expected to attend all scheduled Sub-District meetings, or to provide sufficient advance notice for staff if they are unable to attend.

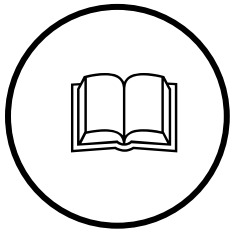
The Sub-District functions on local knowledge and expertise and if Members are absent from meetings, then the Sub-District will miss important information and viewpoints.

All Sub-District members will be invited to attend an Executive Board meeting twice each year. Members may attend any board meeting at their discretion and must make district staff aware of their intended attendance ahead of the meeting.

EXECUTIVE BOARD ROLES & RESPONSIBILITIES

CHAPTER 5

This chapter reviews the roles & responsibilities of the NRWD Executive Board.



**NRWD Policy 1.2, 1.3, & 1.5.*

5.1 EXECUTIVE BOARD ROLES

The Executive Board will work with fellow district members and district staff to develop programs for the landowners in the district and to allocate programming funding to those projects and programs brought forward by Sub-Districts.

It is recommended that the Executive Board be familiar with the different project and program options offered by the district and the procedures for how the district can assist landowners.

Executive Board Members

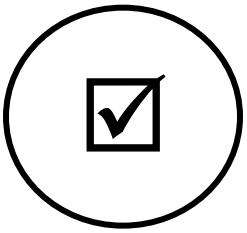
Executive Board Members include the Sub-District Chairpersons elected by their respective Sub-Districts and the Provincial Appointee that is appointed by the Provincial Government. Executive Board Members should act as a liaison between their Sub-District and the Executive Board.

Executive Board Chairperson

The Executive Board Chairperson is elected annually at the Annual General Meeting. Their role is to act as an unbiased voice at meetings, to help steer discussion, and to help keep meetings on track by following the agenda.

The Executive Board Chairperson is responsible for appointing committees for the district.

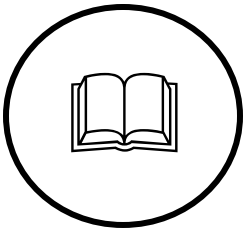
The Executive Board Chairperson is also responsible for representing the district at various functions and events



5.2 EXECUTIVE BOARD MEETINGS

Executive Board meetings shall be monthly unless otherwise determined by the Executive Board. Meetings will follow Robert's Rules of Order for Board Meetings and official minutes will be recorded. Meeting agendas will be sent out ahead of time by district staff and meeting minutes will be circulated afterwards.

Executive Board Members will receive budget and project updates from staff on the ongoing project work that is happening within the district. They will be responsible for approving district expenses and authorizing all project work.



5.3 MEETING ATTENDANCE

Executive Board Members are expected to attend all scheduled Executive Board meetings, or to provide sufficient advance notice for staff if they are unable to attend.

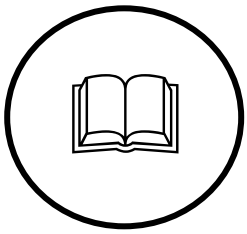
The Executive Board functions on local knowledge and expertise and if Members are absent from meetings, then the Executive Board will miss important information and viewpoints.

**NRWD Policy 2.17*

BOARD COMMITTEES

CHAPTER 6

This chapter reviews the standing committees for NRWD.



**NRWD Policy 1.7*

6.1 BOARD COMMITTEES

The Executive Board can establish Board Committees to assist the Executive Board with governance functions of the district. The Executive Board has 4 Standing Committees that are permanent and can have any number of Special Committees as needed. The Executive Board can create and disband Special Committees as necessary and can define the parameters and authority of the Special Committees that are established. Terms of appointees to the Standing Committees are for one year. The terms of appointees to Special Committees will be set in the establishment parameters of those committees.

Standing Board Committees

1. Human Resources Committee
2. Policy Committee
3. Infrastructure Committee
4. Growing Outcomes in Watersheds (GROW) Committee

Committee members will be remunerated at standard Northeast Red WD remuneration rates.

6.2 NORTHEAST RED WD GROW COMMITTEE

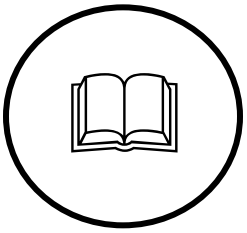
The Committee establishes local priorities and target areas within the watershed, coordinates funding sources, establishes payment rates for eligible activities and project cost-shares based on GROW criteria and established provincial guidelines, determines term lengths for landowner agreements where required, based on GROW eligible activity criteria, helps identify landowners in target areas that may be interested in participating in GROW, prioritizes and approves local GROW projects brought forward by watershed district staff.

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

ADDITIONAL INFORMATION

APPENDIX

For more information, please review the Northeast Red WD Policy Manual or contact the Northeast Red WD Administration.



**NRWD Policies*

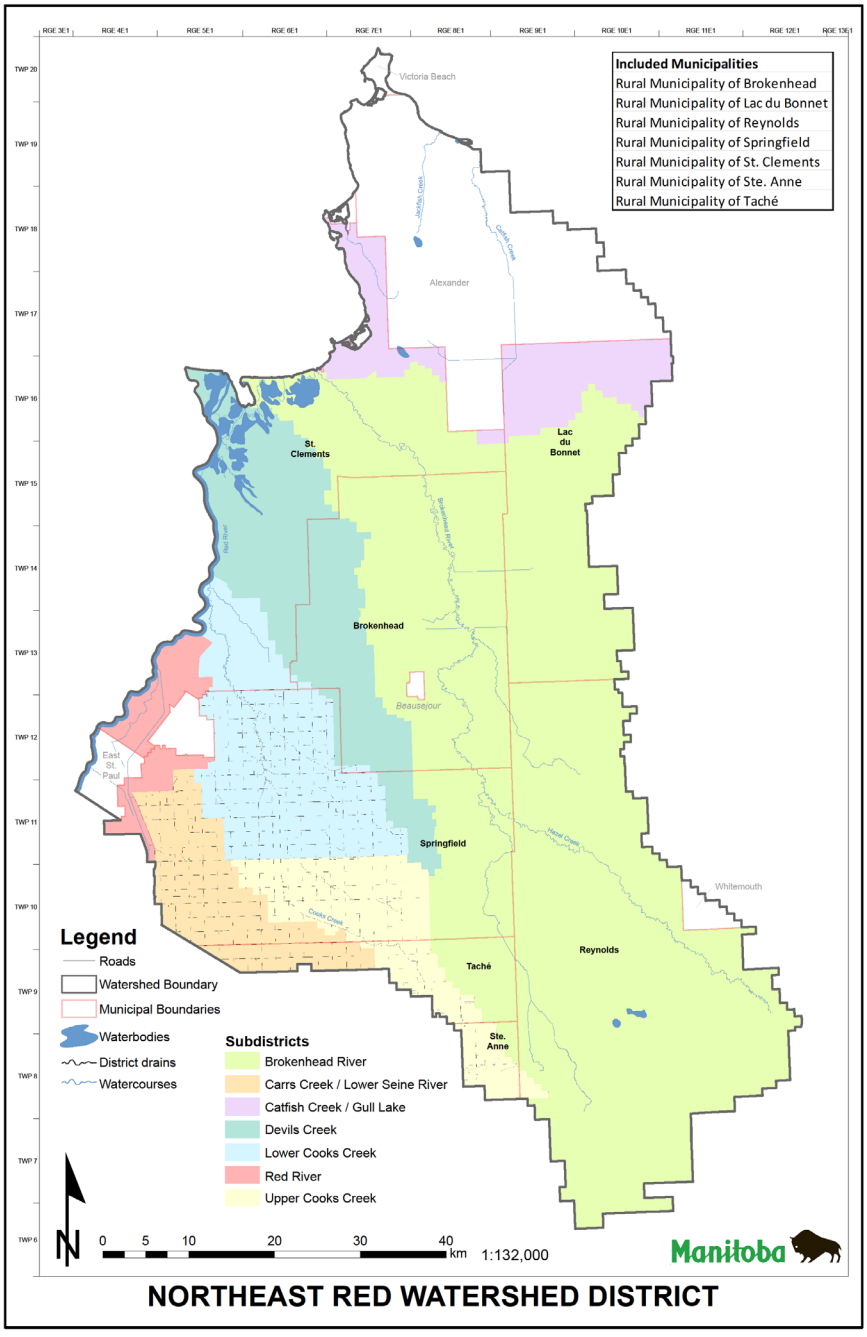
A: LIST OF BOARD & SD MEMBER POLICIES

The following is a list of the main Northeast Red WD policies dealing with board and sub-district member related topics.

1.1 - Board Elections and Subdistrict Committee Appointments
1.2 – Duties and Responsibilities of Chair and Vice Chair of Board and of Subcommittees
1.3 – Duties and Responsibilities of Board and Subdistrict Members
1.4 – Provincial Appointee
1.5 – Board and Subdistrict Committee Meetings
1.6 – Special and Virtual Meetings
1.7 – Standing and Special Committees
1.8 - Quorum
1.9 - Motions
1.10 – Parliament Procedure
2.1 – Budgeting Process
2.2 – Financial Preparation and Approval
3.1 – Conflict of Interest
3.2 – Conflict Resolution
3.3 – Code of Conduct
3.4 - Remuneration
3.14 – Respectful Workplace
3.18 – Abuse and Molestation

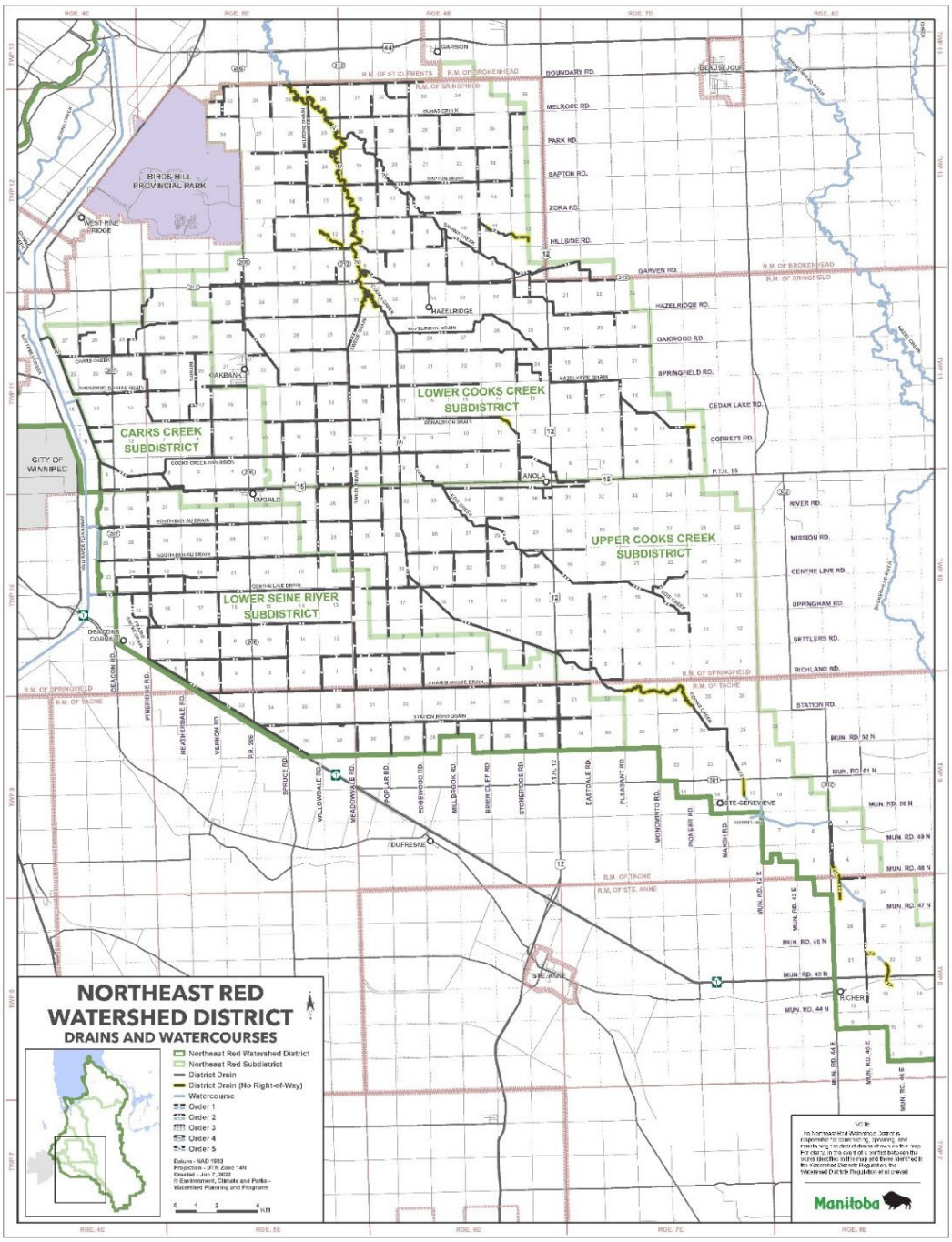
B: NORTHEAST RED WATERSHED DISTRICT MAP

The following is a jurisdiction map of the Northeast Red Watershed District



C: NORTHEAST RED WATERSHED DISTRICT INFRASTRUCTURE MAP

The following is a jurisdiction map of the infrastructure in the Northeast Red Watershed District



NORTHEAST RED WATERSHED DISTRICT

Board & SD Member Handbook - Updated 11-2026

Northeast Red Watershed District
66156 Pineridge Rd
Sunnyside, MB R5M 0A2
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