



# Schedule C to By-law 99-2022

## Municipality of Lakeshore

### Drainage Board

#### Terms of Reference

#### **Mandate**

The powers and functions of the Board are as provided in the *Drainage Act* and related regulations.

The Board shall act as the facilitator in carrying out the procedures under the *Drainage Act* and shall sit as a Court of Revision for drainage matters and appeals.

#### **Term**

The term of office of the Board and the members of the Board is the same as the term of office of the Council that takes office following the next regular election.

#### **Composition**

The Board shall be composed of five members who are residents.

The Drainage Superintendent shall act as Municipal Liaison for the Board and provide administrative and procedural support.

#### **Qualifications for Membership**

Members of the Board shall be:

- a) Residents of the Municipality of Lakeshore;
- b) At least 18 years old; and
- c) Available and willing to attend meetings.

Preference will be given to persons with knowledge of the *Drainage Act* or who have demonstrated experience working on committees, task forces or similar working groups.

Employees or officers of the Municipality of Lakeshore will not be permitted membership on the Board.

#### **Meetings**

Meetings shall be open to the public and shall be held in accordance with the Lakeshore's Procedure By-law.

#### **Chair**

The Board shall elect a Chair and Vice-Chair at its first meeting.

### **Proposed Meeting Schedule**

The Municipal Liaison shall call the initial meeting of the Board and chair the meeting until a Board Chair is elected. The Board shall meet monthly. Additional meetings may be held at the call of the Chair.

### **Reports to Council**

The Board will submit an annual report to Council at the beginning of each year outlining the Board's activity in the previous year.

### **Conflict of Interest**

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

### **Remuneration**

Members shall be remunerated \$125.00 for each meeting attended.