Terms of Reference
Drainage Board

Authorizing or Mandating Legislation: *Drainage Act*
Procedural By-Law: By-Law Number 2159, as amended from time to time
Approved: [DATE]
Evaluation Date: [DATE]

1.0 PURPOSE

1.1 The Board is responsible for exercising Council's powers and duties with respect to any matter under the *Drainage Act* (the "Act"), in which Council is required by law to hold a hearing or afford an opportunity to be heard.

1.2 To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Local Board

2.2 **Resources:**

a) Staff Support: Drainage Services Division
b) Number of Council Members: None
c) Number of Community Members: Maximum of six

2.3 **Term:** December 14, 2026 to November 14, 2030

2.4 **Meeting Frequency:** As necessary

2.5 **Remuneration:** $125.00 per attendance

3.0 SCOPE OF WORK

3.1 The Drainage Board shall exercise Council's powers and duties under the Drainage Act, with the following exceptions:

a) Council's power to create, repeal or quash by-laws,

b) Council's right to appeal to the Tribunal,

c) Council's obligations, duties or requirements for the appointment of engineers,

d) Council's obligations, duties and requirements dealing with raising payment or imposing levies or assessments, or payments of costs,

e) Council's obligations, duties and requirements dealing with the provision of payment of fees or other renumeration for the services performed by any municipal employees

3.2 The main functions of the Drainage Board are:

a) Address matters formally brought before a constituted quorum of 5 members (which shall be selected by Administration on a rotating last name alphabetical basis) at a scheduled Meeting to Consider the Engineer's Report, but shall not make operational decisions regarding the Town's Drainage Division;

b) At a meeting to consider an Engineer's Report, review the report, consider public delegations and make recommendations to Council with respect to the adoption of said report and the provisional adoption of the appropriate by-law;

c) Sit as a Court of Revision as defined in Section 97 of the Drainage Act (3 members which shall be appointed by Council from amongst the Drainage Board members who are eligible in accordance with Section 97(2) of the Drainage Act on a rotating last name alphabetical basis) to hear appeals on assessments as outlined in Sections 52 to 56 of the Drainage Act and make final decisions as a Court of Revision;

d) Report to Council with recommendations when required or requested and provide the minutes of its meetings/proceedings to Council for adoption;

e) Upon request, provide recommendations about the creation/revision of drainage policies and procedures for the consideration and approval by Council.

4.0 REQUIRED SKILLS

Communications	Risk Management
Rural Drainage Systems	Critical Thinking/Analysis
Stakeholder Relations	Legal