



TOWNSHIP OF WAINFLEET DRAINAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

NAME: Township of Wainfleet Drainage Advisory Committee

BACKGROUND: The *Drainage Act, RSO 1990, Chapter D17* is a provincial statute which gives authority to the municipality to carry out procedures of the Act. This Drainage Advisory Committee is being formed to assist the municipality in identifying drainage issues and concerns.

OBJECTIVES: The Drainage Committee shall act as an "Advisory Body" in assisting in carrying out the procedures under the *Drainage Act*.

MISSION: To advise on the fair and objective execution of the procedures of the *Drainage Act*.

The Drainage Committee will abide by any terms and conditions which may be set out by the Township Council, CAO, Clerk, Solicitor, and/or Insurer for any activities relating to Drainage Committee business.

COMPOSITION: The Drainage Committee shall be comprised of a maximum of five members of the public, the Chair of Drainage and the Drainage Superintendent. The Mayor will be considered a member of the Committee, ex-officio, but shall not send an alternate in his or her absence.

Public Committee members shall be appointed by Council. Three months prior to the Committee's term expiring, the Township shall advertise for the upcoming vacancies. Any Wainfleet property owner may apply. Once the application period is closed, the Manager of Operations, the Drainage Superintendent, and the Chair shall select and recommend to Council proposed public members for the next Committee.

The Committee shall appoint such executive positions as it deems necessary to ensure its operations, but shall include as a minimum a Chair and Vice-Chair. It is acknowledged that the members of the Drainage Advisory Committee for the Township of Wainfleet shall be paid compensation as follows:

Chair	\$55.00
Vice-Chair	\$55.00
Members	\$50.00

These applicable compensation rates as approved through Bylaw No. 011-2015.

TERM OF APPOINTMENT: Unless exempted by legislation, members will be appointed to varying terms to a maximum of a four year term to coincide with the term of Council or until a predecessor is appointed.

APPOINTMENT OF OFFICERS: The Wainfleet Drainage Committee shall, at its first meeting elect from its membership a Chairperson and a Vice-Chair to serve for a full four year term.

RESOURCES: The Operations Department will provide support in the form of advice, day-to-day liaison with the Township, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The Department will also assist in the preparation and submission of budget requests/grant submissions if needed. Staff from the Clerks Department will be in attendance to take meeting minutes.

STAFF ASSIGNED: Staff from the Operations Department will be available to assist the Committee as outlined under "Resources" and to attend meetings of the Committee upon request.

TIMING OF MEETINGS: Meetings will be held on a set day and time as may be determined by the Committee or at the request of Council.

LOCATION OF MEETINGS: The location of the meetings shall be in the Township Board room.

REPORTS: Minutes of all meetings of the Committee shall be forwarded to Council for information purposes in accordance with established policy.

ADMINISTRATION: Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Township of Wainfleet. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the Manager of Operations or his/her delegate.

MEETINGS: The Committee shall hold a minimum of two meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee, of which one member shall be the Chair of the Committee. A copy of the Agenda shall be provided to the Clerk's office. Any member of the Committee, through the Chair, can request a special meeting to be called.

The Drainage Committee and Drainage Superintendent will co-ordinate at least one Drainage Open House annually in the spring.

PROCEDURES: Meetings of the Committee shall be governed by Robert's Rules of Order, Procedural By-law and Legislation.

CONFLICTS OF INTEREST: Members shall abide by the rules outlined within the municipal Conflict of Interest Act and shall, unless exempted (Section 4), disclose the pecuniary

interest to the Chair and absent himself or herself from meetings for the duration of the discussion with respect to that matter.

ERRORS/OMISSIONS: The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

MEETING ATTENDANCE: Any member of the Committee, who misses two consecutive meetings without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member. Meeting attendance requirement shall not apply to the Mayor due to the ex-officio nature of the appointment to the Committee.

PURCHASING POLICY: The Drainage Committee shall follow the Procurement Policy of the Township unless another purchasing policy has been endorsed by Council.

VOLUNTEER POSITIONS: Unless approved by Council, as part of the Terms of Reference or establishing by-law, all Committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

ACTIVITIES AND RESPONSIBILITIES:

The following are the activities and responsibilities of the Drainage Committee:

- a) Advise the Drainage Superintendent of conditions of drains
- b) Attend biannual Drainage Committee meeting

DISSOLUTION: At the discretion of Council or upon the mandate of the Committee being fulfilled, the Drainage Committee may be dissolved by resolution of Council.

EXPULSION OF MEMBER: The Committee may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.