



Drainage Board Memorandum

Date: June 12, 2019

To: Drainage Board

From: Joel Watts, Deputy Clerk and Recording Secretary

Re: Board Requirements and Responsibilities

Recommendation

That the memorandum dated June 12, 2019 from Deputy Clerk and Recording Secretary J. Watts regarding Board Requirements and Responsibilities, be received.

Rationale

The City of Kawartha Lakes Council Committee, Board and Task Force Policy CP2018-017, and the Drainage Board Terms of Reference outline several requirements and responsibilities for members of City committees including the Drainage Board.

It is the responsibility of committee members to review, agree, and adhere to the following documents and material:

- Drainage Board Terms of Reference is Appendix A and attached to Item 4.1 on the Agenda
- Code of Conduct and Ethics – Members of Committees, Board & Task Forces (Council Policy CP2018-018)
 - Attached as **Appendix B**
- Waiver for Volunteers (regarding insurance and risk management)
 - Attached as **Appendix C**
- Accessible Customer Service Requirements
 - “May I Help You” Accessible Customer Service Guide
 - Attached as **Appendix D**
 - Accessible Customer Service Training Video
 - Available online at:
<https://www.youtube.com/watch?v=Gv1aDEFIXq8>



Attachments



Memorandum
Appendix B.pdf



Memorandum
Appendix C.pdf



Memorandum
Appendix D.pdf