

The LRSA Road Resurfacing Committee 2020/2021

Chairs: Len Rhodes, Ian Wilcox

Members: Evelyn Dean, Ted Cash

Terms of Reference: Road Resurfacing Committee

Role:

The role of the Road Resurfacing Committee is to develop design specifications, a tender document, procurement of quotes, check references, and recommend to the Executive a qualified contractor to resurface Lakeshore Road South based on best value.

Responsibilities and Scope:

The Road Resurfacing Committee is an ad hoc committee of The Lakeshore Road South Association and will provide a recommendation to the Executive. The scope of work is to recommend an appropriate road resurfacing plan and contractor's quote based on best value meaning a balance of quality, durability and cost. It is the Committee's goal to have work tendered and completed during 2021 however it is recognized cost and/or contractor availability may delay work until 2022. If necessary, the Committee will recommend short-term maintenance strategies (i.e., filling potholes).

Membership:

Will consist of up to 5 individuals from the membership of the Lakeshore Road South Association limited to one individual per property.

Chair: The Chair or Co-chairs shall be members of the executive

Meetings: The Lakeshore Road South Committee shall meet monthly and/or as required , either in-person, by teleconference, or electronically.

Term:

January 1,2021 to the 2021 Annual General Meeting

Duties of the Chair:

Either Co-Chair shall call meetings of the committee, chair meetings, designate an alternate chair if necessary and report the work of the committee to the Executive.

Quorum:

Quorum shall be a simple majority of 50%+1.

Decision Making:

The committee shall strive for consensus (i.e. " you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the committee members will agree on how to deal with the outstanding issue , i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Executive of the Association.

Minutes:

A committee member will take minutes at each meeting. Minutes will be reviewed and amended , as needed, and approved at subsequent meetings. All minutes will be posted on the LRSA Web site.

Accountability:

The Road Resurfacing Committee will be accountable to the executive of the LRSA through the Chair of the committee.

The committee will have their first meeting in January 2021.

The committee will meet regularly until such time as the road resurfacing project is complete.