

Road Maintenance Committee Terms of Reference

March 25, 2022

A new Road Maintenance and Risk Management Committee has been proposed by the Executive with approval by the membership during the 2021 Annual General Meeting. The following Draft Terms of Reference have been developed for review by the Executive in advance of soliciting volunteer membership.

Terms of Reference:

1. Committee Name: "Road Maintenance Committee." It is suggested the "Risk Management" title be dropped since the Executive has an expectation that all committees will include risk management as part of their work.
2. Committee Scope and Responsibilities:

The committee is responsible for road **inspections, documentation** of findings, and **recommendations** to the Executive every April and October. The scope of work will include assessments of:

 - A. **Condition of Road Surface and Base:** Identifying and providing recommendations regarding the road's surface condition e.g., potholes, edge deterioration, depressions, etc.
 - B. **Drainage Concerns:** Implementation of the LRSA's Drainage Plan.
 - C. **Shoreline Erosion Concerns:** Identifying and providing recommendations regarding shoreline erosion problems that could affect road integrity.
 - D. **Liability or Risk Management Concerns:** Identifying and providing recommendations regarding liability or risk associated with road maintenance (Note: Risk will typically be an element of any road maintenance recommendation and therefore may not be reported as separate from the actual maintenance recommendation e.g, pothole repair.)
 - E. **Road Snow Removal and Sanding:** Includes coordination of annual snow clearing contracts and payment as well as installation of roadside stakes for winter. (Coordination of driveway snow clearing is included but is not an official responsibility of the LRSA. It is provided as a value added service to the membership).
 - F. Identifying and reporting to the Executive **road damage due to construction, truck deliveries and heavy equipment** associated with individual property developments. It remains the Executive's role to implement by-laws regarding restitution.

Note: The committee will ensure semi-annual inspections (April and October) are recorded on the attached form and reported with recommendations to the Executive. Responsibility for decisions and capital expenditures will remain with the Executive.

3. Committee Status: The Road Maintenance Committee will be a permanent standing committee of the LRSA with responsibility to provide semi-annual reports and recommendations to the Executive.
4. Committee Membership: The Committee will be chaired by an Executive member and include up to three additional volunteer members, with no term limits.
5. Road Maintenance Inspection Summary: See attached.

LRSA Road Maintenance Inspection Summary

Date:

Committee Members Present:

Task:

Committee members are encouraged to walk the full length of the road, as a group, making note of any issues, their locations, urgency, and recommended actions. This information is to be summarized and provided to the Executive at their next scheduled meeting.

Committee members are to consider the following during each bi-annual inspection:

- potholes
- edge deterioration
- culverts
- sinkholes
- shoreline erosion
- Drainage
 - road ditches
 - pooling water
 - wash outs
 - over-road flow
 - culverts
- Other risk management concerns

Notes (issues, locations, urgency, recommendations):