

Organized Hamlet of Day's Beach

Maintenance Committee

Terms of Reference

Draft June 2021

Mandate/Purpose:

The primary role of the Maintenance Committee is to give specific volunteers the authority to perform the maintenance tasks of the Hamlet.

Responsibilities:

- Clearing the road after a snowfall
- Posting RM signs when required – ie Fire Ban signs
- Getting routine maintenance work done on equipment owned by RM of Meota for the benefit of Day's Beach
- Monitoring the Hamlet roadways and determining when gravel, grading, dustproofing or repairs are needed.
- Arranging for a volunteer to put out and bring in the buoys
- Arranging for annual seaweed removal
- Arranging for annual or bi-annual tree trimming along the roadway
- Limited invoice approval authority for specific vendors
 - Two committee members signing together can authorize purchase orders as follows:
 - Hancock Petroleum, Up to \$150 – fuel
 - Parkland Farm Equipment, Up to \$500 – parts for equipment used by Day's Beach

Composition, Appointments & Term of Membership:

- Committee will consist of no more than 5 OHDB property owners or residents
- Members will be appointed/removed periodically by resolution of the OHDB Board with the hope that retiring members stagger their departures so new members have a period of transition

Reporting Obligation:

The Maintenance Committee will report to the OHDB Board when deemed appropriate or as requested by the Board and will make an annual presentation at the Annual Meeting

Meeting Scheduling and Frequency:

The group will meet as required.

Governance & Quorum:

It is not expected decisions shall require a vote. All decisions should be brought to the OHDB Board if a vote is considered necessary

Recording of Proceedings:

No formal minutes of the group's meetings are required but may be kept if desirable.

Membership as of July 4, 2021: Bill Kitson, Bob Ashauer, Howard Kirby