

Denman Island Residents Association

TERMS OF REFERENCE - ROADS COMMITTEE

- Name:** The Committee shall be the Denman Island Roads Committee or just “the roads committee”.
- Purpose:** The Committee is a research and consultative arm of DIRA that works to improve roads and traffic on roads on Denman Island.
- Many issues arise within the Denman community concerning roads, including safety, improvements and maintenance. The Committee will provide a focal point for the community and others associated with Denman’s roads to bring attention to road issues, to learn about them, to develop community thinking about them, and perhaps, to seek improvements.
- Authority:** The Committee exists at the pleasure of DIRA and ceases if DIRA so directs.
- The Committee has no authority to represent DIRA or the Denman Island community unless such representation is specifically authorized by DIRA.
- The Committee has no authority over roads.
- Membership:** Any member of the Denman Island community who demonstrates willingness and ability to work in support of the Committee’s purposes may be a member of the Committee. Members must register with the Committee Secretary including contact information.
- The Committee shall elect a Chair and a Secretary for a term of one year
- Meetings:** The Committee will hold Meetings at the call of the Chair expressed to current Members by notice including an agenda. A Meeting must occur at least once every three months.
- Meetings will generally discuss road issues in the community and the Committee’s plans and projects. DIRA may refer items relating to the Committee’s purposes to the attention of the Committee.
- Committee activities will generally occur as a result of a decision. Committee decisions will be made by consensus in the view of the Chair. Consensus is seen as agreement of most of the participants with minority objections as a result of discussion.
- Minutes:** The Secretary will produce basic Minutes in draft form within one week of each Meeting. These basic Minutes will be circulated to Committee Members and revisions may occur. The Minutes must be approved at the next Meeting, then circulated to DIRA.
- Reporting:** The Committee must report to DIRA at least once per year at DIRA’s direction.
- Resources/Budget:** The Committee has no standing budget and if it requires resources it will have to secure them as part of developing its requirements.