

Maintenance Committee Operating Guidelines

The purpose of the maintenance committee is to oversee maintenance, repairs, and general upkeep of the coop's buildings, property, common areas and grounds. The committee advises, supports, and makes recommendations to the board of directors on all matters of facilities management and maintenance.

The maintenance committee

1. The maintenance committee shall consist of two (2) elected members, who are members elected by a majority of votes at the annual general meeting (AGM), and a minimum of one (1) volunteer member:
 - (a) the term for each elected member will be two years;
 - (b) members will be elected on a staggered-basis to ensure committee continuity;
 - (c) after the term of two years, a member may be elected for a further term of two years;
 - (d) after four years, the member may not stand for re-election for at least two years (one term); AND
 - (e) one elected member shall be a member of the finance committee.
2. Elected members shall be members in good standing and shall be neither the spouse (*as defined in parts I & III of the Family Law Act RSO 1990*) nor a household member of the other member.
3. Quorum of the committee shall constitute three (3) members. In taking decisions the committee shall strive for consensus; but in the event of a tie vote, the senior elected member shall have an additional casting vote.
4. Elected and volunteer members may be removed from the committee by a two-thirds (2/3) majority vote of the committee. In the event that an elected member is removed or resigns, his or her position shall be filled in a by-election to be conducted at the next general members' meeting (GMM).
5. The elected members will be responsible for overall co-ordination of the committee, for recruiting and orienting new committee members, for creating an agenda, for arranging meetings, designating a meeting chair, and taking the committee's concerns and recommendations to the board of directors in the form of regular reports, and transmitting the board's replies or directives to the committee members in a timely fashion.
6. The maintenance committee members must sign a confidentiality & conflict of interest agreement. Any breach of confidentiality of the committee shall constitute grounds for removal from office, and will be reported in writing to the board of directors by the elected members.

Confidentiality will be understood to be limited to an individual member's personal and financial information.

7. Committee members are responsible for attending all meetings, or if unavailable, to give notice of absence; for being punctual; reading the agenda, for preparing for the meeting, and, if the member is named in the "*Action/Status*" column, be prepared to speak to that item; for volunteering to research certain items and generally contributing in decision-making.
8. The committee will maintain mutually transparent, respectful, and effective communications with the property management and the maintenance company. In the event that communications have broken down or are strained, the board shall facilitate and/or mediate their resumption. The board shall recognize the importance of the maintenance committee's working relationship with the companies, and shall ensure that all decisions between the board and the property management and maintenance company relating to the committee's work are discussed with the committee, and shall instruct the property manager and the maintenance co-ordinator as to the role and responsibilities of the committee. Only the elected members or their designate(s) shall communicate officially between the committee and the property management and the maintenance company.
9. The committee will maintain mutual communications with the 5-year planning group (5YPG), particularly regarding mutual areas of interest and work.
10. The committee is responsible for the following tasks:
 - reviewing maintenance and other reports to ensure that the co-op is operating in a prudent manner;
 - reporting to the board, as necessary, about maintenance and repair operations;
 - monitoring and reviewing policies related to maintenance operations;
 - proposing new policies, as needed, to promote sound maintenance operations;
 - recommending or updating a preventive maintenance schedule to the board of directors;
 - examining the BCA (building condition assessment) process; reviewing recommendations from the BCA and working with the board and management to develop plans to address identified maintenance and repair concerns;
 - providing input on management's performance related to maintenance operations;
 - appraising the soundness of key maintenance projects;
 - developing co-op wide specifications for items such as carpets, faucets, tiling, etc.;
 - overseeing unit inspections;
 - developing the scope of work for move-outs and move-ins and providing final approval before the unit is turned over;
 - assessing the proper implementation and procedure respecting work orders; AND
 - evaluating all other facilities management functions concerning property upkeep, such as, health & safety issues, emergency measures & security, risk management, garbage & waste management policies, floor & wall coverings, insulation, air flow & HVAC, paint and wallpaper policies, etc.