

# Maintenance Committee Operating Guidelines

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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 co-chairs who are members elected by a majority of votes at a general members' meeting (GMM), and at least one (1) volunteer member:
  - (a) the term for each elected co-chair will be two (2) years, with the exception of the first election and in order to comply with s. 1(b) hereunder;
  - (b) co-chairs will be elected, if possible, on a staggered-basis to ensure committee continuity;
  - (c) after the term of two (2) years, a co-chair may be elected for a further term of two (2) years;
  - (d) after four (4) years, a co-chair may not stand for re-election for at least two (2) years or one full term; AND
  - (e) one co-chair shall be a member of the finance committee.
2. Committee members shall be members who shall be neither the spouse (*as defined in sections 1 (1) and 29 of the Family Law Act, R.S.O. 1990,<sup>1</sup> as amended*) nor a household member of a committee member.
3. Quorum of the committee shall constitute three (3) members, at least one of whom shall be an elected co-chair. In taking decisions, the committee shall strive for consensus; but in the event of a tie vote, the senior, or if absent, the other elected co-chair shall have an additional and casting vote.
4. Co-chairs and volunteer members may be removed from the committee by a two-thirds (2/3) majority vote of the committee. In the event that a co-chair is removed or resigns, his or her position shall be filled in a by-election to be conducted at the next GMM.
5. The co-chairs 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 reports, and transmitting the board's directives or replies to committee members in a timely fashion.

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<sup>1</sup> "Spouse" as defined in the *Family Law Act* R.S.O. 1990, c. F.3, ss. (1), 29, *as amended*. Current December 14, 2017 (*e-Laws currency date*). As per *M v H* [1999] 2 S.C.R. 3 —a landmark decision of the [Supreme Court of Canada](#) on the rights of same-sex couples to equal treatment under the [Constitution of Canada](#).

6. Maintenance committee members must sign a *pledge of confidentiality* and strictly adhere to the Co-op's *Conflict of Interest Bylaw № 78* and in particular s. 7 thereof which deals specifically with *Rules for committee members*. Any breach of confidentiality of the committee shall constitute a ground or grounds for removal from office, and will be reported in writing to the board of directors by the elected co-chairs. *Confidentiality* will be understood to be limited to an individual co-op 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 he or she shall be prepared to speak to that item; for volunteering to research certain matters 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 these 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 co-chairs or their express designate(s) in writing 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 capital planning group (5YPG), particularly regarding mutual areas of interest and work.
10. The committee is responsible for, but not limited to the generality of, the following:
  - 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.