

Maintenance Committee

Job Description

Purpose of the Policy

To ensure the maintenance and upkeep of co-op property over the life of the co-op.

Source of authority:

- committee members are approved by the board (refer to Rule 20)
- the committee is accountable to the board
- the committee reports to the board monthly and the general membership at general meetings.
- committee members may be removed by the board

Committee size: minimum of four, maximum of nine

Term of office for Chair: one year, no greater than a continuous period of three years

Chair: the members of the committee elect the chair annually, in January
Members of the committee are not restricted in their term of membership

Quorum: three committee members.

A member will be able to vote on committee matters after having attended at least two meetings in advance

Members missing three meetings in a row without sending regrets will no longer be on that committee

Committees are responsible for their budget and must receive approval of the Board for any single expense of more than \$ 500.00
with the exception of the Maintenance Committee whose limit is \$ 5,000

Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPA guidelines



Duties and responsibilities

Co-ordination/implementation

1. Develop a plan to respond quickly and appropriately to maintenance emergencies.
2. Conduct tri-annual unit, building, and move-in and move-out inspections as per co-op policy and keep appropriate records.
3. Develop and implement an annual maintenance plan, including routine and preventative maintenance and special projects.
4. Co-ordinate maintenance work with management staff.
5. Delegate and co-ordinate volunteer tasks.
6. Keep confidential all applicants' and members' personal information, except where that information is required by a committee member, the board or other committees to carry out their responsibilities. Each committee member will sign the confidentiality agreement.

Finance/planning

7. Monitor maintenance operating, replacement reserve and capital expenses regularly.
8. Work with the finance committee to develop the draft annual maintenance and capital budgets for approval at a general meeting.
9. Develop and implement a long-term maintenance plan.
10. Review and make recommendations for revision to the co-op replacement reserve plan and other capital plans.



Policy implementation

11. Adhere to co-op policy, procedures and budget when purchasing, tendering and issuing work orders, etc.
12. Review requests for improvements or alterations to units and make recommendations to the board as required.
13. Administer maintenance-related policies and make recommendations for revisions or new policies.

Training

14. Provide training for maintenance committee members and educate members regarding co-op maintenance.

Approved September 20, 2007
replacing policy of April 25, 2007

