**Terms of Reference – XYZ Community Housing Co-operative Inc.**

**Maintenance Subcommittee**

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| **Reports to** | * each Management Committee Meeting * each Annual General Meeting |
| **Link to Co-ops Rules, By-laws or Policies** | * Co-operative’s Governance, Management, Tenancy Management and Asset Management Policies |
| **Membership** | * Maintenance Coordinator * 3 or more other members |
| **Quorum for decisions** | * 75% members |
| **Key responsibilities** | * elect a *Convenor* at the first meeting after the Annual General Meeting (who calls, chairs and reports on each subcommittee meeting) * ensure that the Maintenance Coordinator is complying with the time frames required by the Residential Tenancies Act , CPG’s policies and the Co-operative’s Policies * liaise with the Treasurer to develop ordering and payment procedures for maintenance work * liaise with the Treasurer re the Summary Maintenance Plan * assist and ensure that Maintenance Inspections are carried out at least annually * assist the Maintenance Coordinator to update the Property Maintenance Plans each year * oversee the implementation of the Property Maintenance Plans * make decisions or recommendations about major procurement in accordance with policy * nominate a person to be responsible for ongoing data entry on the Property Maintenance Summary Report * prepare the Summary Maintenance Plan for approval by the Management Committee so it can be submitted to CPG by 30th September each year * consider applications by tenants and members for alterations or improvements * where necessary, liaise with the Tenancy Coordinator re repair and charges associated with tenant damage * recommend changes to Co-operative’s Rules or Policies * make improvements to the Co-op’s operational procedures relating to asset management * recommend changes to the content of the Induction Manual for new tenants in relation to maintenance * other tasks as required by the Management Committee * report to each Management Committee meeting |
| **Key dates** | * Maintenance Subcommittee Meetings * Update all Property Maintenance Plans by July each year * Present the draft Summary Maintenance Plan to the Management Committee by August July each year * Submit the Summary Maintenance Plan to CPG by 30th September each year * Annual Report |
| **Meetings** | * *XX* |
| **Knowledge & skills required** | * Understanding of Residential Tenancy Act as it relates to maintenance * Understanding of CPG’s Maintenance Policy, Accommodation Standards and Maintenance Plan Information & Guidelines documents * Understanding of the Co-operative’s Asset Management Policy |
| **Training requirements** | * CPG’s Good Governance training * CPG’s Asset Management training * Other asset management workshops as appropriate |
| **Delegated authorities** | * Authority to make improvements to Maintenance operational procedures * Authority to order emergency and programmed maintenance work as set out in the Property Maintenance Plan and Summary Maintenance Plan within the Procurement Policy * Make decisions about applications by tenants for alterations or improvements in accordance with Policies. |
| **Other** |  |

Approved by the Management Committee on *XX/XX/XX.*