**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
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| **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
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| **Quorum for decisions** | * 75% members
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| **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
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| **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
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| **Meetings** | * *XX*
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| **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
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| **Training requirements** | * CPG’s Good Governance training
* CPG’s Asset Management training
* Other asset management workshops as appropriate
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| **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.
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| **Other** |  |

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