

OLD GRACE HOUSING CO-OPERATIVE
MAINTENANCE COMMITTEE TERMS OF REFERENCE

Item	Considerations
Role	To ensure the maintenance and upkeep of the co-op property over the life of the co-op.
Responsibilities	Oversight of all interior and exterior maintenance and repair activities, working collaboratively with the co-op's Property Manager.
Board liaison	Through the Chair or designate.
Reporting	The Maintenance Committee will provide a brief written report to the board for each board meeting.
Quorum	No quorum. If other Committee members are not available to review, the Chairperson can make decisions that fall within the Committee's mandate to implement existing policies.
Decision-making / Voting	The Committee strives to make decisions within its mandate by consensus. Decisions are documented in the form of meeting notes which are circulated to all committee members.
Frequency of Meetings	As needed.
Term of appointment	Following ratification of the Maintenance Committee Chairperson by the Board, the committee will re-establish its membership and report the names to the Board.
Date of Last Review	June 13, 2023.
Confidentiality	The Maintenance Committee will conduct its work in keeping with the provisions of the <i>OGHC Personal Information Protection Policy</i> . Members of the Committee must keep confidential any information regarding bids for contracts with the co-op (see <i>OGHC Financial Management Policy</i>).
Evaluation	The Maintenance Committee anticipates that the Board will pass along any concerns raised by members, for further consideration.

