

City Park Co-operative Apartments Inc.

Maintenance and Property Standards (MaPS) Committee

Job Description and Mission (As approved by Board on Nov 28, 2017)

1) General Responsibilities:

The committee is responsible for informing the Board of Directors of building maintenance, cleaning and pest control issues that are deficient with recommendations on improvements. The committee is involved (in co-operation with the Board Liaison and City Park managers) with changes to the Co-op's infrastructure (i.e. buildings and grounds) and maintenance practices.

The committee will perform a visual inspection of the building common elements a minimum of once a year and provide a report to the Board.

2) Source of Authority:

Responsible to the Board of Directors through the Board Liaison.

3) Term of Office:

Election of the position of Chair, Vice Chair and Secretary will take place at the first meeting following the Annual General Meeting of Members and the election of a new Board of Directors in September of each year. The positions will be for a period of one year from the date of the election.

Any individual may hold the position of Chair (and if re-elected) for a maximum of two consecutive years, then step down for one year, and then regain the position of Chair for another two consecutive years, if (re) elected, and so on.

4) Communication with the Board/Board Liaison:

The Board Liaison is to serve as the primary conduit in the flow of information between the Committee and the Board of Directors.

Committees are encouraged to communicate their ideas and proposals through their Board Liaison, and refrain from approaching the Board directly. Should a problem arise between the Committee and their Liaison, where an agreement cannot be reached, the Committee should then contact the Board directly.