

Asset Management Planning Committee

Sub-committee of Finance & Maintenance

Terms of Reference

Purpose of the committee: The overall purpose of the Asset Management Committee as determined by the Board of Directors is to provide leadership and engagement activities to ensure co-op assets are managed in a proactive and sustainable manner for current and future members. The committee will ensure that decisions are made balancing the best of interests of the Cooperative with the expressed needs and wishes of the members residing at Davidson Creek Housing Co-operative.

Structure: 6 members

(Quorum will be 4 members)

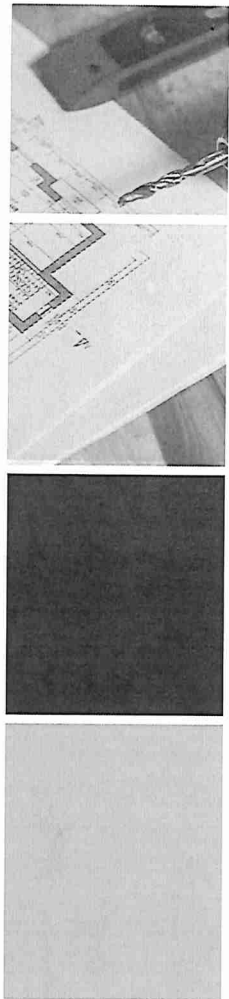
- Maintenance Director
- Treasurer
- Members of the Co-operative = 3 representatives
- Additional Members of the Board of Directors = 1 rep.

A chair will be appointed by the Board for the Committee to ensure regular meetings are called and minutes of the meeting are taken. A member of the Committee can take minutes and the Property Manager can assist with this when available.

Meetings: Meetings will be scheduled as frequently as necessary and the Committee will make decisions in an expeditious manner.

The Chair of the Committee shall set the agenda prior to each meeting and shall circulate the agenda to the Committee members at least 1 week prior, however emergency meetings can be called on shorter notice.

A Secretary will be appointed from within the committee to provide Secretarial support to the Committee.



Asset Management Planning Committee Terms of Reference Con't

Meetings Con't

No member of the Committee shall disclose either the proceedings of the meeting or the content of any documents relating to the matters that are deemed confidential, preliminary in nature or not approved by the Board.

Responsibility of the Committee

- Liaison between any Project Manager hired to manage capital projects and the DCHC Board of Directors.
- Ensure DCHA capital project costs, scope, schedule and risk are appropriately managed.
- Streamline decision making process by researching and reducing various product options for membership consideration
- Recommend and present conceptual designs and products for various capital projects to the Board for final approval; provide benefits of each option for the Co-operative.
- Consult with members and communicate with other groups (local residents, municipality, etc.) as appropriate; research funding and grant opportunities
- Work with other individuals and groups such as architects and engineers who may become engaged in capital projects
- Ensure renovation materials are chosen with the aim to make the units more energy efficient and affordable for members
- Ensure all proposed construction and renovation projects consider the health, safety and comfort of the members living in our units with the priority of enhancing accessibility for seniors and members with disabilities where possible.

The Committee will report directly to the Board of Directors and provide reports monthly or when pertinent information is gathered and a decision is required by the Board. The DCHC Board is committed to ongoing transparency and accountability. AMP Committee reports will be provided to the membership via the newsletter and through Board reports. The Committee appointments shall be advertised to the membership to ensure that all members appointed have a fair and equal opportunity to join this Committee.

