

## **Property Working Group**

### **Purpose**

The Property Working Group shall be responsible for the oversight of the safety, maintenance and repair of all CCS properties.

### **Responsibilities**

1. Conduct an annual review of the facilities.
2. Develop a maintenance plan, for long and short term maintenance and a schedule for conducting the work.
3. Oversee day to day or emergent maintenance needs, working within budget.
4. Ensure contracts are arranged for maintenance such as snow removal and cleaning.
5. Consult with staff regarding tradespeople.
6. Ensure there is adequate insurance on building and contents.
7. Oversee relationship with tenants.
8. Submit a written report to Finance Committee quarterly, and provide representation to Finance Committee or Central Council meetings when necessary.
9. Submit a written annual report to Central Council including the current maintenance plan and assist Central Council in setting annual priorities for work related to CCS property.
10. Propose policy related to Property to the Central Council through the Finance Committee.
11. Prepare and submit an annual budget to the Finance Committee each October.
12. Minute all meetings

### **Membership**

- 3 members to be from Winnipeg
- 1 Staff member

The committee shall name its own convener and the convener shall be a corresponding member of the Finance Council, attending only when necessary.

### **Skills among membership**

- general knowledge of building systems
- connections to skilled labour pool and tradespeople
- familiarity with property insurance

### **Accountability**

To Central Council through the Finance Committee for planning, budget and policy matters.

To the Principal for emergency repairs, routine maintenance and contract information.

The Property Working Group will submit a copy of minutes to Administrative Assistant for official records.

### **Limits of Authority**

The Property Working Group has authority to arrange for work authorized by the budget or by motion of Council. Normally any repairs over \$5000 require a motion of the Executive or Council, but emergency repairs may be authorized by the convener of the

Working Group or the Principal or their representatives.

**Meetings**

At the call of the Convener or Staff, normally once a month, at CCS for 1 to 1 ½ hours.

**Terms of Appointment**

2 years, renewable twice