



Gulf of Georgia Cannery National Historic Site

MAINTENANCE COMMITTEE

Terms of Reference

Purpose

The purpose of the Maintenance Committee is to support the Executive Director in the ongoing maintenance of the buildings on the Gulf of Georgia Cannery Society National Historic Site. The work of the Maintenance Committee is fully aligned with the goals of Parks Canada *Long Term Maintenance Plan* for the Gulf of Georgia Cannery and *Standards and Guidelines for the Conservation of Historic Place in Canada*.

Committee Members

1. Voting members of the Committee include up to ten (10) members of the Society (including a minimum of one representative from the Society's Board of Directors).
2. A Committee member, who also sits on the Society's Board of Directors, serves as Chair of the Committee.
3. Informational members of the Committee include the:
 - a. Society Executive Director,
 - b. Society Maintenance Officer,
 - c. Parks Canada Site Liaison
 - d. Parks Canada Asset Management Advisor

Informational members serve as a resource and in making recommendations to the committee but do not have a vote.

Meetings

1. The Committee meets quarterly (minimum of 4 times per year), unless otherwise required, at a time and location agreed upon by members.
2. Additional meetings may be called if deemed necessary by the Executive Director and the Committee Chair.

Member Duties

The Society Executive Director or designate:

- Works with the Committee Chair to create and distribute the agenda for each meeting at least 3 days prior to the meeting,
- Ensures that all committee members are provided written material to be reviewed prior to a meeting, at least three days prior to the meeting,
- Records minutes of each meeting,
- Distributes minutes to each committee member within three days after a meeting,
- Liaises with the Committee Chair in determining if an additional meeting is required and send notification of additional meetings to other Committee members.



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The Committee Chair:

- Presents a summary report of the Committee meeting to the Board of Directors at the subsequent Board of Directors meeting,
- Puts forward motions to the Board of Directors on any Committee recommendations which require a general vote.

Objectives

- Advise the Executive Director on the execution of maintenance activities
- Make recommendations to the board regarding maintenance expenses over \$5000
- Negotiate with Parks Canada regarding the payment of maintenance projects
- Work with Parks Canada officials to coordinate the execution of Parks Canada capital projects
- Review the Society's long term maintenance plan annually

Operation of the Maintenance Committee

1. Quorum for meetings of the Committee consists of a majority of voting members plus one (including one member of the Board), and the Executive Director.
2. The Committee makes decisions by consensus. All consensus decisions are deemed to be recommendations to the Society Board of Directors.
3. The Committee refers any activity or initiative that affects the general operation of the Site to the Board of Directors for deliberation.
4. Committee terms of reference are reviewed once every year.

Approved by the Board of Directors: May 8, 2014.