

Kennedy Road Tabernacle Benevolent Association

Heritage Operations Committee Terms of Reference

Throughout, "Board" refers to the Board members of the Kennedy Road Tabernacle Benevolent Association and "KRT" refers to Kennedy Road Tabernacle Ministries.

1. Authority

- a) The Kennedy Road Tabernacle Benevolent Association operates The Heritage senior citizen apartments in Brampton, Ontario (the "Heritage Apartments").
- b) The Board is responsible for the business and financial affairs of the Heritage Apartments.
- c) The Heritage Operations Committee (the "Committee") is a standing committee of the Board established to assist it in overseeing the management and the affairs of the Heritage Apartments.
- d) The Committee shall function as stipulated in these terms of reference and shall have unrestricted access to all Heritage Apartments' personnel and documents that it requires to carry out its responsibilities.

2. Responsibilities

- a) Oversee the Heritage Apartments' operations, including compliance with the Ontario Landlord and Tenants Act and other applicable acts, building codes, laws and regulations that impact the safety, security and well being of the Heritage residents;
- b) Obtain reasonable assurance from ongoing discussions with, and reports from, the Director of Finance & Administration, Property Manager and other personnel that the operations, safety, maintenance and related internal controls and risk management processes are operating effectively;
- c) Monitor and review all Heritage Apartments' functions and activities to ensure they are consistent with the values of KRT;
- d) Establish and liaise with a Heritage Apartments resident's volunteer committee ("Heritage Volunteer Committee") towards valuing the Heritage Apartments' residents as partners by collaborating, listening and sharing information to achieve common goals;
- e) Meet formally with the Heritage Volunteer Committee at least quarterly to review their concerns and/or recommendations to reinforce a supportive culture. The minutes of these meetings will be reviewed as an agenda item at the Heritage Committee Meeting and written feedback to the Volunteers will be provided;
- f) In cooperation with the Director of Finance & Administration, the Property Manager and other personnel, recommend to the Board for approval and update policies governing the management of the Heritage Apartments;
- g) Review reports on compliance with applicable laws and regulations from the Director of Finance & Administration and the Property Manager and escalate to the Board any act, suspected act, or significant risk of non-compliance;
- h) Review Heritage Apartments operations maintenance and related financing proposals before presentation to the Board;
- i) Review other pertinent Heritage Apartments information, consistent with the above, that the Committee considers sufficient and appropriate to effectively carry out its responsibilities;
- j) Complete an annual self-assessment of the Committee's endeavors;
- k) Review the Terms of Reference of the Committee biennially and as needed; and
- l) Advise the Board and carry out such other tasks, consistent with the above, as directed by the Board.

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3. Membership

- a) The Committee members shall be appointed by the Board annually and shall be comprised of at least two Board members other than KRT's Lead Pastor, with one being appointed as Heritage Apartments Committee Chair.
- b) KRT's Lead Pastor shall be an honorary member of the Committee and have the right to vote.

4. Meetings

- a) The Committee shall meet formally at least quarterly and on such other occasions as the Board may request and as the Committee deems appropriate.
- b) The attendance of two Committee members shall constitute quorum.
- c) The Director of Finance & Administration, the Property Manager, the Heritage Office Manager and Superintendent will normally attend the meetings of the Committee.
- d) Other Board members and other Ministry personnel may also attend meetings of the Committee when invited by the Chair or KRT's Lead Pastor.
- e) The Committee shall operate by majority decision. If an impasse is reached because of an evenly split vote, then the item shall be referred to the Board for resolution, where appropriate.
- f) Notice of each Committee meeting (stating the date, time, place and meeting agenda) shall be given to each Committee member and to the Director of Finance & Administration and any other guests at least three (3) days before the day in which the meeting is to be held.
- g) Minutes of each Committee meeting shall be recorded and circulated to all members of the Committee in a timely manner, and made available to all Board members by the next regularly scheduled meeting of the Board.

5. Chair of Heritage Operations Committee

The Chair of the Committee shall provide leadership to enhance the Committee's effectiveness by:

- a) Serving as the principal liaison between the Committee and the Board;
- b) Ensuring that the areas of responsibility of the Committee, the Property Manager, and Heritage Apartments' personnel are understood and respected; and
- c) Overseeing the discharge of the Committee's responsibilities.
- d) Setting the agenda for each Committee meeting and notify Committee members and guests about the meeting;
- e) Carrying out the annual Calendar of the Committee's business;
- f) Ensuring that adequate information is brought to the Committee and the Board in a timely manner, including regular management reports and documents in support of operations, maintenance, compliance, financial information, policies and procedures; and
- g) Reporting the results of the Committee meetings at the next regularly scheduled meeting of the Board.