

# **Mimico Co-operative Homes Inc.**

## **Board Policy No. 17**

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### **Contracting a Co-op Management Company**

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Passed by the Board of  
Directors on May 18, 2016

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# Contracting a Co-op Management Company

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## 1. Purpose of this Policy

This Policy sets out the Co-op's requirements for selecting and hiring a co-op management company.

## 2. Priority of this Policy

This Policy replaces and or amends all previous policies or decisions that deal with hiring a co-op management services company.

## 3. Responsibility of Board of Directors

The Board of Directors is responsible for deciding how to staff the co-op so that there is effect management in place. The Board may decide to

- hire employees to work for the co-op
- contract with a co-op management company to provide services to the Co-op
- use a combination of employees and services from a co-op management company.

In carrying out this responsibility, the Board must that it complies with that all applicable requirements of the:

- The *Occupational Health and Safety Act*
- The *Employment Standards Act*
- The *Co-operative Corporations Act*
- The *Housing Services Act*, and regulations
- The City of Toronto's local rules
- The Co-op's by-laws (in particular, the Spending and Conflict of Interest By-laws)
- The Board's Policies
- And all other applicable legislation.

If the Board of Directors decides to contract a Co-op Management Company, the Board will work with the Company as appropriate to ensure that the Company's human resources

policies are followed and that the co-op as a workplace is safe and free from workplace violence and harassment.

If the Board of Directors decides to hire employees to work for the co-op, the board will put the following in place:

- Hiring policy for co-op employees
- An employment contract that includes a detailed job description, provisions for on-going performance evaluation and professional development, and a conflict resolution procedure.

#### **4. Co-op Management Services Contract**

In contracting with a co-op management company, the Board will use an agreement that includes the following

- the maximum term of any management services agreement is three (3) years
- the duties of the co-op management company
- the fee for the services provided including a description of any extra charges
- insurance requirements for the co-op management company including WSIB, errors and omission, and liability
- a process for resolving disputes and evaluating performance
- a confidentiality agreement
- a conflict of interest declaration.

The agreement will state that there is **no** automatic renewal.

#### **5. Open and Competitive Process**

The Co-op will use an open and competitive process in selecting and hiring a co-op management company.

#### **6. Process for Selecting and Hiring a Co-op Management Company**

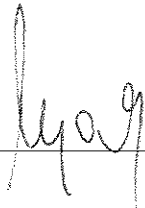
In selecting and hiring a co-op management services company, the Board will complete the following process:

- Identify which co-op management companies will be invited to bid.
- Issue to these companies a *Bid Invitation & Instructions to Bidders Bid Invitation & Instructions to Bidders* will include:
  - General instructions
  - Scope of work
  - How to ask questions / and or the date and time of an information session
  - Bid form

- Information on examination, opening, disqualification, and acceptance of bids
  - Information of awarding and commencement of the contract.
  - An appended list of management requirements
  - An appended co-op management contract.
- Conduct a mandatory *Information Session* for bidders and provide an opportunity to tour the Co-op and / or ask questions concerning the selection and hiring process. (Questions from bidders not made during the *Information Session for Bidders* must be submitted in writing).
  - Accept bids that meet the requirements of the *Bid invitation & Instructions to Bidders* and are delivered to the Co-op no later than the submission deadline established.
  - Determine if interviews should be conducted with all, some or none of the bidders. Conduct interviews as determined.
  - Decide which bid to accept and offer to enter into a contract with the selected bidder.
  - Subject to negotiations with the selected bidder, finalize and sign contract.

*Passed by the Board of Directors at a meeting properly held on May 18, 2016.*

Secretary

A handwritten signature in black ink, appearing to be 'May', written over a horizontal line.

c/s