

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
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Terms of Reference

1. COMPOSITION OF THE COMMITTEE

The Property Committee (the "Committee") is created by and responsible to the Board of the Manitoulin-Sudbury District Services Board (DSB).

The Property Committee shall be comprised of Board members and be elected by the Board of Directors of the DSB. The number of directors on the Property Planning Committee shall change from time to time. Effective January 1, 2010 there shall be five (5) members of the Committee plus the Board Chair who shall sit as an ex-officio member. The quorum at a meeting shall be three (3) members.

2. MANDATE OF THE COMMITTEE

The Committee shall monitor, evaluate, advise and make recommendations to the DSB with respect to policies and strategic matters related to Board owned and leased properties for which the Board is responsible. The Committee shall also consider any other matter delegated to the Committee by the Board.

3. TERMS OF REFERENCE

The duties and responsibilities of the Committee shall include the following:

- Ensure that the DSB has appropriate physical plant for the organization;
- Review recommendations regarding any improvements to Board owned or leased properties;
- Review recommendation regarding the sale or the acquisition of properties;
- Review recommendations regarding the renewal or termination of leases.
- Provide leadership and guidance related to energy saving projects or retrofits for energy saving purposes;

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- As required during the year, and at the discretion of the Chair of the Committee, the Committee shall report to the Board of Directors with respect to the above-mentioned activities during the year with such recommendations as are deemed desirable in the circumstances.

4. ORGANIZATION AND PROCEDURES

- The committee will meet from time to time at the call of the Chair.
- The Chair of the Board and the Chair of the Committee shall, in consultation with the Chief Administrative Officer and the Supervisor Infrastructure & Asset Management or the appropriate Program Manager(s), set the agenda, which shall then be circulated among the Committee members.
- The Supervisor Infrastructure & Asset Management shall act as secretary of the Committee.
- The Committee will annually review its own terms of reference to ensure they continue to be appropriate, assess its own performance, establish an annual work plan (a copy of which shall be provided to all Board members) and make recommendations to the DSB Board as required.

5. REPORTING TO THE BOARD

The Chair of the Committee shall provide an oral report during the in-camera session of the following Board meeting with respect to its activities, discussions and recommendations as appropriate.