



## Facilities Management Committee Terms of Reference

### Purpose:

The Facilities Management Committee will provide policy advice and strategic oversight to the Facilities Management Department. The Committee will advise and make recommendations to the Board on policies, major initiatives and strategic priorities for the Facilities Management Department.

### Composition:

As per general policy on Standing Committees and Board Composition.

### Meetings:

As per general policy on Standing Committees and Board Composition.

### Duties:

- To ensure an up-to-date long term Capital Plan.
- To monitor Operating and Capital expenses on an on-going basis.
- To provide a forum for tenants to raise issues of a Facilities Management nature that cannot be resolved by staff.
- To review and make decisions related to appeals on tenant chargebacks.
- To review and monitor key drivers of life cycle costs.
- To review annual Property Operations and Capital budgets with input from the Finance Committee.
- To review items as per the Committee's Annual Cycle of Activities.
- To submit Property Operations budgets to the Finance Committee for approval.