

**40 Homewood Avenue
Terms of Reference
Five Year Planning Committee**

Source of Authority:	Appointed Annually by Board of Directors
Type of Committee:	Standing
Composition:	At minimum, one board member, and three members at large
Term of Office:	One year
Purpose:	To assist the Board of Directors with 5 year planning and the development and implementation of projects, policies and rules that help maintain and improve the condominium

A. Specific Responsibilities:

- Recommend to the Board priorities for capital and improvement projects for the next five years
- Conduct specific research and/or data gathering to assist the Board in making decisions about capital and improvement projects
- Conduct specific research and/or data gathering with respect to government programs that offer grants and/or rebates
- To draft policies and procedures with respect to the maintenance and enhancement of the condo for approval by the Board
- Subject to Board direction, take the lead in owner education, consultation and communication related to work plan items within the scope of the committee
- Ensure that committee reports are submitted to the Board in a timely manner allowing sufficient time to consider recommendations requiring board approval
- Liaise with other committees as appropriate
- Perform such other duties and responsibilities as the Board may confer upon the committee

B. Specific Assignments

Chairperson:

- To call meetings as necessary and to ensure that all committee members are notified of meeting dates and times are properly posted
- To prepare an agenda for each meeting (in consultation with other committee members)
- To call the meetings to order and chair
- To ensure that clear decisions are made on each item of business and that committee members have an opportunity to speak
- When vacancies occur ensure that new committee members are recruited
- To ensure that new committee members are provided with all necessary information and resources
- Ensure that committee reports are submitted to the Board in a timely manner allowing sufficient time to consider recommendations requiring board approval

Recording Secretary:

- To take minutes at every meeting
- Ensure that a copy of the minutes is placed in the Condo file and that a copy is distributed to each committee member promptly and prior to the following meeting