



**Joint Property Asset Committee  
City of Hamilton  
&**



**Terms of Reference**

**Introduction:**

The purpose of this document is to outline the role and responsibilities of the City of Hamilton (hereto “the City”) and the Hamilton-Wentworth District School Board (hereto “the Board”) as it relates to Board & City owned assets, as well as to identify the appropriate membership of the committee whereby decisions can be made. Committee will review this document before the end of this calendar year.

**Purpose**

The purpose of the Joint Property Asset Committee is to provide recommendations and/or expedite projects that affect both parties.

**Duties & Responsibilities**

- Consulting and determining a strategic action plan on matters of concern to the Board & the City.
- Provide leadership and direction to approve projects that impact both the Board & the City.
- Receiving and exchanging information to all matters of the management of properties, projects that relate to the joint relationship.

**Meetings**

The committee will meet every month.

- Chair – Manager of Strategic Planning, Capital & Compliance.
- Co-Chair – To Rotate Annually

**Accountability**

It shall be the duty of the Chair of the Committee or designate:

1. To report to the Senior Management sponsors on all matters arising from the meeting;
2. To forward the meeting minutes to Senior Management.
3. To forward the meeting minutes to the Joint City of Hamilton and Hamilton-Wentworth District School Board (HWDSB) Liaison Committee.

## **Membership**

The following is a list of committee representatives and their respective departments:

### **City of Hamilton**

- Director, Facilities Management & Capital Programs
- Manager of Strategic Planning, Capital & Compliance
- Director of District Recreation Operations
- Director, City-Wide Services
- Manager, Landscape Architectural Services
- Manager of Parks & Cemeteries
- Senior Project Manager of Strategic Planning

### **Hamilton-Wentworth District School Board**

- Senior Facilities Officer
- Manager of Planning, Accommodation & Rentals
- Manager of Capital
- Planner

**Note:** Other staff to be invited as needed.