

Ad Hoc Lease Development Committee

Terms of Reference

August 29, 2009

Mandate & Purpose:

- To represent the tenants on a Lease Development Committee. To provide input to and work collaboratively with the SAO in the development of a common lease agreement which meets the collective needs of tenants of the SAO. The committee will meet to discuss and reach consensus on:
 - components of the lease agreement;
 - terms and conditions;
 - rates and charges for related service delivery (e.g. telephones, parking, etc.)
- The committee's goals will be to agree in principle on common elements that
 - a) serve the needs of the tenants,
 - b) uphold terms of the Head Lease Agreement, and
 - c) are economically fair and feasible.
- The final task or outcome of the committee would be a draft lease agreement for all tenants to review.
- The committee will not be responsible for writing or drafting specific wording of the agreement, but rather will give direction and be supported in this regard by legal and other external expertise. The committee may be asked to review drafted wording, to ensure it reflects elements and discussions of the components of the committee.

Authority:

- Reports to the Board of Directors of the SAO. A Ministry of Health Promotion representative will sit on the meetings in an observer role and have direct access to the discussion, minutes and documents.

Composition of Committee:

- The committee will be comprised of between 6-10 people.
- Committee members must have an affiliation e.g. employee or volunteer with an organization who rents space in the SAO building.
- To be representative of tenants as a whole, the committee will consist of a minimum of:
 - 1 resident person/organization renting with less than 500 square feet
 - 1 resident person/organization renting between 500 and 1000 square feet
 - 1 resident person/organization with over 1000 square feet representation from all tenants of the SAO
 - 1 resident person/organization from building 3
 - 1 resident person/organization from building 1
 - 1 resident person/organization from building 12

- In addition, two additional representatives will be asked to attend and participate as observers from the following,
 - 1 Ministry of Health Promotion Representative
 - 1 SAO Board Member
- The SAO Facility Manager will act as the lead secretariat for the committee; set agendas, schedule meetings and arrange for the preparation of documentation and distribution of same.

Term of Committee:

- This committee will begin its work at the beginning of September and complete its task by mid-October. At the completion of the task, the committee will be disbanded.

Reporting:

- Minutes will be taken at each meeting and will be posted on a bulletin board to be set up in the hallway outside the Board Rooms on the main floor. In addition, the minutes will be circulated to all tenants electronically using the SAO database.