

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 2. Governance	
Subject: 2.12. Program Planning Committee	
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Terms of Reference

1. COMPOSITION OF THE COMMITTEE

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

The Committee shall be comprised of Board members and be elected by the Board of Directors of the DSB. The number of directors on the Program 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 programs for which the Board is responsible or for which the Board will become 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 policies and procedures in place for the operation of its programs.
- Review recommendations regarding any other topics related to the major aspects of the management of programs.
- 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.

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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 appropriate Director or Program Manager, set the agenda, which shall then be circulated among the Committee members.
- A designated staff person 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, and make recommendations to the DSSAB Board as required.

5. REPORTING

The Chair of the Committee shall provide an oral report with respect to its activities, discussions and recommendations as appropriate.