

Holland Bloorview Kids Rehabilitation Hospital
Investment Sub-Committee
Terms of Reference

<p>Role or Purpose</p>	<p>The Investment Sub-Committee has been delegated responsibility under the direction of the Business & Audit Committee for overseeing the management of the investment funds of the Holland Bloorview Kids Rehabilitation Hospital.</p> <p>Objectives of the Investment Sub-Committee are:</p> <ul style="list-style-type: none"> i) to preserve capital, in real terms, ii) to maintain liquidity to meet anticipated cash requirements, and iii) to maximize the total return, within acceptable risk levels. <p>No decision or resolution of a Committee shall be binding on the Corporation until it is adopted by the Board, or unless it has otherwise been authorized by the Board.</p>
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> (i) Review and recommend to the Business & Audit Committee an investment policy for approval by the Board, that will ensure the prudent and effective investment of Hospital funds; (ii) Recommend Investment Managers to the Business & Audit Committee and evaluate the performance of the Hospital investment managers, at least annually, against established performance objectives; (iii) Monitor and report to the Business & Audit Committee on the investment of funds to ensure compliance with the investment policy; (iv) Provide investment manager with estimates of annual cash flow requirements or inflows where amounts are expected to exceed 5% of the value of the invested funds.
<p>Membership and Voting</p>	<p>The Membership of the Investment Sub-Committee will be comprised of at least two trustees, one of which will be appointed as Chair of the Sub-Committee upon the recommendation of the Business & Audit Committee.</p> <p>Community members (at least 4) having the designated skills and experience, will be recommended by the Chair of the Investment Sub-Committee in consultation with the Business & Audit Committee.</p> <p>The Chair of the Board and the President will be ex-officio members of all standing and special or ad hoc committees.</p> <p>At the first meeting of the Board following each Annual Meeting, the Board will appoint the members of the standing committees (<i>By-law 27.1.1</i>)</p> <p><u>Voting</u> A member of a Committee may participate in the meeting by teleconference and vote by teleconference, however, e-mail or voting by proxy are not permitted.</p>

Chair	The Chair of each standing Committee will be a trustee.
Frequency of Meetings and Manner of Call	<p>The Investment Sub-Committee shall meet at the call of the Chair.</p> <p>The Committee will meet at least two times per year.</p> <p>Copies of meeting minutes shall be distributed to all Committee members. The Chair of the Investment Sub-Committee shall sign the minutes immediately after they are accepted at the next scheduled meeting. The signed original copy of the minutes shall be filed by the Executive Assistant to the Business & Audit Committee.</p>
Quorum	<p>A majority of members of a Committee will constitute a quorum.</p> <p>The Chair will be included in determining whether a quorum is present.</p>
Resources	<p>Staff (employees or professional staff) will be assigned to the Committee by the Board or the CEO and will provide resources to the Committee as appropriate.</p> <p>Members of the Sub-Committee shall be entitled to be reimbursed for reasonable costs incurred by them in the performance of their duties as Sub-Committee members, according to Board policies.</p> <p>Other subject matter experts will be invited to the meeting with the approval of the Chair.</p>
Reporting	The Investment Sub-Committee shall report via the Chair to the Business & Audit Committee, who shall report to the Board of Trustees.
Date of Last Review	May 2012