

## **Policy Direction – Ownership of Buildings**

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### **Rationale and Relationship to Vision, Mission, and Values**

In keeping with the objectives outlined in MS Canada vision and mission, MS Canada has firmly taken the position to divest the organization of all owned real estate and redirect proceeds to mission activities.

### **Policy Objective**

The object of this policy direction is to ensure no future purchases of real estate are made or held beyond reasonable periods of liquidation.

### **Policy Application**

This policy direction applies to all MS Canada volunteers and staff at all levels of the organization.

### **Authorization**

The policy direction was approved on November 18, 2006 by the Board of Directors of the MS Society of Canada.

### **Policy Details**

In keeping with MS Canada vision and mission, MS Canada has decided that it is not in the best interests of the organization's mission to hold any ownership stake in real estate assets to support its operations. Instead, the organization shall pursue appropriate leasing contracts for all office, storage, single use and related occupancy requirements. Oversight of these contracts remains with the Vice President Corporate Services in conjunction with the [Board delegation of financial and signing authority policy](#).

There may be circumstances whereby real estate assets are donated to MS Canada such as through an estate bequest. In these circumstances, the building(s) are not to be occupied or used for storage and shall be handled in a similar manner to donation of financial instruments such as shares in public corporations. Management will work with the donor/executor to liquidate the assets as soon as

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<i>Applies to:</i>	All volunteers and staff at all levels
<i>Frequency of review:</i>	Five years or less
<i>First approved:</i>	November 18, 2006 by Board of Directors
<i>Last reviewed:</i>	January 13, 2020
<i>Next scheduled review:</i>	January 2025

possible. This may require MS Canada taking possession for a short period until the asset sells.

### **Executive Champion**

MS Canada's Vice President, Corporate Services, is the executive champion for this policy.

### **Monitoring and Compliance**

The Vice President, Corporate Services, is responsible for leading the monitoring of the application and compliance of this Policy Direction in conjunction with other members of the Executive Team.

### **Policy Review**

The policy direction is to be reviewed every five years following approval: November 18, 2006.

- Reviewed March 4, 2011
  - Reviewed January 13, 2020 by the Executive Team
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### **Definition**

**Executive Team** - The most senior level of staff leadership within MS Canada comprised of the president and chief executive officer; presidents; senior vice-president(s) and vice-president(s). One person may hold more than one position. The president and chief executive officer may alter the composition of the executive team as required from time-to-time.

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