

## THE COMMITTEE STRUCTURE

# INDEX

	<u>Page</u>
<b>SECTION I</b>	
General .....	1
The Standing Committee .....	1
The Ad Hoc Committee .....	1
 <b>SECTION II</b>	
Organization .....	2
Guidelines for Committee Chairpersons.....	3
Guidelines for Committee Members .....	4
Operational Procedures for Committee .....	4
 <b>SECTION III</b>	
Committee Guidance by Board of Directors .....	5
Areas of Responsibility/Functions of Committee	5
Terms of Reference .....	5
▪ Rules & Regulations Committee.....	5
▪ Newsletter Committee .....	5
▪ Nominating Committee .....	5
▪ Landscape and Grounds Advisory Committee .....	6
▪ Lobby Decoration Committee .....	7
▪ Library Committee .....	8
▪ Recreational Facilities Committee.....	8

## GENERAL

The primary role of YCC 323 condominium committees is to assist the Board in facilitating the business of the corporation by researching issues prior to their consideration at Board meetings. Committees are assigned specific tasks and encouraged to take minutes of their meetings and make reports and recommendations at Board meetings. A committee structure of *standing committees and ad hoc committees* enables the board to draw upon the expertise of residents. This will help to ensure that diverse viewpoints are represented and then the decisions that are made are more likely to be acceptable to a majority of unit owners. Furthermore, committees serve as an excellent way to identify and develop future condominium corporation leaders.

## THE STANDING COMMITTEES

Standing committees are created by the Board of Directors to research and address recurring needs of the condominium and to recommend changes in and implementation of policies. They do not establish policy - that is the responsibility of the board. The number and types of committees in a condominium depend on its size, its complexity, and its specific needs. Examples of standing committees include the landscaping, library and lobby decorations committees.

The Board will post committee specifications on the bulletin boards and in the elevators to solicit volunteers as required.

The Board establishes the size of each committee, based on the committee's function and work load. A Board Officer or the Property Manager is an ex-officio member of each committee. These ex-officio members are available to advise and counsel committee members but have no vote in actual committee decision.

## AD HOC COMMITTEES

The Board of Directors may have special needs that require ad hoc committees. These committees are appointed to carry out specific nonrecurring or cyclical tasks i.e. the recreational facilities committee. They are disbanded as soon as these tasks are completed. A special committee usually ceases to exist after it makes its final report to the board of directors.

Special committees should not be established to perform functions that are part of the responsibilities of existing standing committees because this disrupts the normal flow and can be confusing to the standing committees.

## ORGANIZATION

- (1) The By-laws empower the Board to constitute committees. A committee is constituted by a Board motion which identifies the functions of the committee. Once constituted, a committee remains in existence (even though it may not have any members for a time) until it is no longer required.
- (2) The Chairperson of any committee is appointed by the Board. The Chairperson can be a Director of the Board in order to facilitate communication with the Board.
- (3) The number of members of a committee is determined by the nature of its functions and the participation required of the members. In general, the number of members is purposely kept small with a view to attentive participation and timely results.
- (4) In order that committee recommendations presented to the Board be considered objectively and without preconception, it is desirable that the number of directors on any committee be kept to the minimum.
- (5) Except in the case of a one-person committee, as soon as practicable after the Chairperson of a committee is appointed (or reappointed) by the Board and the membership of the committee is established, the committee should appoint someone to keep a record of activities that are taken and decisions that are made.
- (6) Someone should be appointed to be in a position to carry on the business of a committee at all times.
- (7) The Chairperson should report to the Board the resignation of any member of the committee and submit to the Board for approval the name of any proposed new member.
- (8) A member of a committee may be removed by the Chairperson for absenteeism, non-participation or other appropriate cause, if, prior to such removal, it is reported to the Board, and the Board consents to the removal.

**GUIDELINES FOR COMMITTEE CHAIRPERSONS**

A committee Chairperson acts as liaison between the Board of Directors and the committee as a whole. The following guidelines for committee Chairpersons are suggested to help carry out their responsibilities effectively:

- (1) Begin meetings on time and announce the time at which they will be adjourned. When members are aware that a meeting will end at a specific time, business should move more quickly.
- (2) Have a written agenda.
- (3) Assign a committee member to record decisions in each meeting and ensure that copies of the minutes are distributed to the committee members following each meeting.
- (4) Control general discussions so that extraneous conversations do not disrupt the business at hand.
- (5) After each speaker finishes the discussion of an issue, summarize briefly what was said.
- (6) Encourage reasonable debate and constructive disagreement. Halt rambling discussion that is obviously inconclusive. Appoint sub-groups among the committee members to research major issues as required.
- (7) Avoid hasty actions if time for consideration is inadequate by postponing discussion on non urgent items until a future meeting.
- (8) At the end of the meeting, ask committee members if they are satisfied that each subject has been given adequate attention.

## **GUIDELINES FOR COMMITTEE MEMBERS**

While the committee Chairperson is instrumental in making decisions on issues within the committee itself, each committee member must contribute to overall group effectiveness. The guidelines that follow should enable the committee members to work together to accomplish committee goals.

- (1) Prepare adequately for each meeting. Complete any required research or reading. Study the agenda prior to the meeting. If reports have been assigned, prepare them in writing and distribute copies to all committee members before the meeting.
- (2) Ask for the floor when you wish to contribute to the discussion. Keep your remarks brief; however, if a speech is required, conclude with summary remarks.

## **OPERATIONAL PROCEDURE FOR COMMITTEES**

- (1) Except in the case of a one-person committee, each committee should meet at agreed upon periodic intervals and may also meet at any other time at the call of the Chairperson.
- (3) A committee has no power to spend funds of the corporation with the exception of:
  - (a) funds allocated to that committee in the budget other than funds intended for proposed projects that have not yet been submitted to and approved by the Board;
  - (b) expenses specifically approved by the Board; and
- (4) In connection with the preparation of the corporation's budget for the coming year and of the Reserve Fund budget for that year, each committee must submit to the Board a presentation substantiating its request for an allocation of funds by February 1st, including for proposed projects to be submitted later to the Board for approval.

## **COMMITTEE GUIDANCE BY BOARD OF DIRECTORS**

Committees will be provided with guidance by the Board of Directors. Terms of reference for each committee will be drafted to indicate its purposes and explain its role.

## **AREAS OF RESPONSIBILITY / FUNCTIONS OF COMMITTEES**

### ***The Rules and Regulations Committee (By-laws Committee)***

### ***The Newsletter Committee***

The condominium newsletter is a vital link in the network of communications within a condominium. It should be prepared and published on a regular basis. Newsletter content may be supplied by the board of directors, committees, management or by other contributors. The newsletter should report decisions, made by the board or by committees that affect the membership. Residents can be kept abreast of social functions and other functions that are scheduled.

### ***Nominating Committee***

The Nominating Committee will comprise three persons to be appointed by the Board of Directors, one of which shall be the past president and a current member of the Board. The responsibility of the Nominating Committee is to review and select the appropriate person(s) who have shown interest in becoming a director of the Corporation. The appointed member shall be familiar with the condominium and the needs of the Corporation.

The Committee or representative of the Committee will:

- (a) Submit an information or application form to the Board of Directors for content approval and then distributed to each unit owner.
- (b) After studying the information and evaluating the qualifications of each candidate, interview each candidate.
- (c) Shall establish the criteria for the selection of its slate of candidates.

- (d) Prepare a slate of those persons most appropriate for a possible Board position.
- (e) During the Annual General Meeting nominate the slate. Other nominations may come from the floor during the nomination process as permitted by the Condominium Act and Corporation bylaws.
- (f) After the nominations are closed, the Chairperson can ask each nominee to introduce himself or herself and to speak as to why he/she should be elected.
- (g) When the nominations are closed, the committee is automatically discharged.

### ***Landscape and Grounds Advisory Committee***

PREAMBLE: The exterior of our building creates the first impression of our home; therefore, considerable time, effort and resources have traditionally been invested in proper care of the grounds. We strongly believe however, that “a home and its surroundings should be a positive reflection of the character of the people who live there” and, in response to suggestions received from owners and residents, the Board of Directors has taken the initiative of establishing a Landscape and Grounds Advisory Committee.

The Board manages the affairs of the corporation directly, through our appointed Property Manager and any contracted professionals. Advisory Committees are created to extend the Board’s necessarily limited capacity for research and detailed knowledge in every specialized area. Members of the committees do not have executive authority or responsibility and do not direct or implement the work itself.

#### **TERMS OF REFERENCE:**

1. The function of this committee is to advise and make recommendations to the Board of Directors for the development and maintenance of our landscaping, gardens and grounds. This will include researching and assessing both their own and other owners’ ideas, preferences and suggestions, and coordinating them into an overall, long-term plan, which can then be considered by the Board and subsequently budgeted and implemented through the Property Manager and the contractors.
2. The committee shall consist of a minimum of three and a maximum of five members, including a Chairperson, all appointed by the Board.
3. The Board may, at its discretion, assign one director to have primary contact with the committee.
4. The Chairperson will report regularly to the Board on the activities of the committee and, when appropriate, will present to the Board any formal projects and recommendations or general concepts that the committee may develop.
5. Annually, prior to the establishment of the corporation’s fiscal year’s budget, the committee will prepare recommendations to the Board of Directors for expenditures to improve and maintain the grounds and gardens.
6. As and when required, the committee will, with the Property Manager, review and recommend to the Board of Directors, the specifications and content of any existing or



proposed contract for landscape, garden and grounds maintenance.

7. Landscape, garden and grounds is defined as including:
  - a. all lawns and open areas
  - b. all flower beds
  - c. all trees, shrubs and plants
  - d. all fencing, handrails and permanent seating and includes steps, sidewalks and walkways, and their borders

Note the exception of HPGR controlled lands.

8. Maintenance is defined as including:
  - a. the selection and location of annual flowering plantings
  - b. the selection and location of seasonal flowering bulbs
  - c. a program for pruning and spraying trees and shrubs
  - d. plans for removal and/or replacement of trees and shrubs
  - e. regular routine tilling, weeding, clearing, mowing and trimming
9. In order to perform the foregoing functions, the individual members of the committee may necessarily have some contact and discussion with the Property Manager, but the primary responsibility for such contact will lie with the Chairperson. The Property Manager retains the direct management responsibility for all work contracted on behalf of the corporation.

### ***Lobby Decoration Committee***

#### **TERMS OF REFERENCE:**

1. The function of the Lobby Decoration Committee is to ensure that the front lobby presents a welcoming and upscale appearance for the building.
2. The committee shall consist of a minimum of one and a maximum of five members, including a Chairperson, all appointed by the Board.
3. The Board may, at its discretion, assign one director to have primary contact with the committee.
4. The Chairperson will report regularly to the Board on the activities of the committee and, when appropriate, will present to the Board any formal projects and recommendations or general concepts that the committee may develop.
5. Annually, prior to the establishment of the corporation's fiscal year's budget, the committee will prepare recommendations to the Board of Directors for expenditures for maintaining tasteful lobby decorations.
6. The lobby area is defined as including decorations for the front lobby but not including the live trees.
7. In order to perform the foregoing functions, the individual members of the committee may necessarily have some contact and discussion with the Property Manager, but the primary responsibility for such contact will lie with the Chairperson. The Property Manager retains the direct management responsibility for all work contracted on behalf of the corporation.

***Library Committee***

The function of the Library Committee is to sort incoming books, magazines and jigsaw puzzles for appropriate placement on the Library shelves. Both hardback and soft back books which are of general interest to the residents and which are in relatively good condition are welcome. Fiction, mysteries, biographies, historical books are examples of widely read books. Any materials of a pornographic material or text books will be discarded.

***Recreational Facilities Committee***

The function of the Recreational Facilities Committee is to convene when required to review the tennis and swimming rules and procedures to ensure that they are updated and operational as appropriate.