

## **Vanier Court Gardening and Landscaping Committee**

### **Terms of Reference**

#### **1. Preamble**

The Gardening and Landscaping Committee is a Standing Committee that is established by the Strata Council to address specific goals as outlined below. Pursuant to Bylaw 21, the following general principles were adopted by the Vanier Court Strata Council for the Gardening and Landscaping Committee (and for other committees) at its meeting of 5 March 2019:

- a. committee membership shall comprise those owners who volunteer their services;
- b. owners may volunteer for more than one committee;
- c. Council shall establish each committee's mandate and require [that] each committee shall report either in person and/or in writing at all regularly scheduled council meetings;
- d. each Committee may establish their own standing rules regarding the election of a chair and recorder and regarding meetings and their frequency as ratified by Council and not in conflict with the Bylaws and the Rules;
- e. owners, tenants, and occupants may attend committee meetings as observers;
- f. observers may participate in the discussion at the Committee Chair's discretion and shall leave the meeting if requested to leave by the Chair.

#### **2. Mandate**

Prior to the establishment of all Standing Committees on 5 March 2019, the following mandate was approved by Council at its meeting of 3 July 2018, revised on 11 July 2021, and further revised on 3 April 2023:

The Gardening and Landscaping Committee shall

- a. care for and maintain existing plantings in beds and planters, amend the existing soil, and carry out weeding;
- b. advise on appropriate pruning, relocation, removal, or replacement of plants that play a significant role in the landscape;
- c. adhere to the overall principles of the owner-approved 2014 Landscaping Plan or recommend to Council that a professional landscape designer develop an updated plan for all or part of the property;
- d. if necessary or desirable, make recommendations on larger landscaping projects that require the involvement of a professional landscape designer;
- e. complete its objectives within owner-approved annual budgets (6110 Landscape Repair and Maintenance, and 6199 Grounds Improvements) — on expenditures, see Section 6 below;
- f. contribute to Vanier Court community-building by inviting all residents to participate in seasonal grounds work parties;

- g. report on its progress towards attaining the above objectives by submitting a written report to Council prior to each scheduled Council meeting and/or by presenting such reports in person at the meetings;
- h. review and respond to questions and comments regarding the landscape and grounds received from Council including any owner-input submitted to Council;
- i. ensure that all gardening tools, equipment, and supplies are thoroughly cleaned, adequate, efficient, and in good working order and that they are returned to the shed in the northwest corner of the backyard or to the gardening lockup at the west end of the first floor.

The Gardening and Landscaping Committee may call on the Resident Caretaker for assistance with the specific tasks outlined in Section 5 of this document.

### **3. Membership**

As soon as possible following the Annual General Meeting, Council shall circulate a call for volunteers to serve on the Gardening and Landscaping Committee and shall appoint the Committee without delay. All owners are eligible to serve on the Committee regardless of their level of gardening knowledge and experience.

The Committee shall consist of

- a. the Council President, who serves in an *ex officio* capacity, and
- b. those Owners, appointed by Council, who volunteer their services.

All committee memberships expire at the close of the following Annual General Meeting, as stipulated in Bylaw 21 (2).

While Committee members should be available to contribute to the activities of the Committee, there is no expectation of a specific minimum number of hours spent on Committee tasks.

### **4. Committee Chair**

The Committee Chair is appointed by and from the Committee members at the Committee's first meeting, which may be called by any Committee member.

*In consultation with the Committee*, the Chair (or designate) shall

- a. report regularly to Council,
- b. submit any proposals which the Committee may wish to make, and
- c. respond to questions and comments by Council and other owners.

The Committee Chair may allow observers to participate in the discussion at Committee meetings. Observers shall leave the meeting if requested to do so by the Chair.

### **5. Caretaker Tasks**

The Gardening and Landscaping Committee may ask the Resident Caretaker to perform or assist with the following tasks without seeking Council's prior approval. The following list of tasks was approved by Council at its meeting of 3 July 2018, revised on 7 Sept 2021, and further revised on 3 April 2023:

- a. trimming of all common property hedges and the back lane hedge;

- b. raking leaves and other debris as needed;
- c. washing/spraying down common property (and City) sidewalks, stairs, retaining walls, and other hardscape as needed;
- d. overseeing contractors who prune, thin out, and/or trim common property trees, shrubs, etc.;
- e. installing or re-routing watering hoses and timers in the spring; removing the timers in the autumn and storing them in a frost-free location; replacing damaged hoses and timers as needed;
- f. setting and adjusting the watering schedules to ensure adequate irrigation; and
- g. placing yard waste trimmings and other garden debris in the City-provided bins and placing the bins in the back lane for City of Vancouver pick-up according to the City schedule.

All other tasks must be submitted by the Committee to Council for pre-approval. The Resident Caretaker shall not carry out any tasks that are not pre-approved by Council.

## 6. Expenditures by the Committee

Pursuant to Bylaw 22, the Strata Council enacted specific regulations on expenditure authority at its meeting of 5 March 2019; the following extracts are relevant to the Gardening and Landscaping Committee:

- a. **Petty Cash Operating Expenditures** – expenditure can be made by the Committee Chair or Council officer for goods and services (including taxes) of **up to \$100.00**, and for which a budget is approved, **without the approval of the Property Manager or of Council**. All expenditures are subject to the review of Council at its next meeting.
- b. **Budgeted Operating Expenditures**
  - i. Expenditures can be made by a Council officer or the Committee Chair for goods and services (including taxes) of **less than \$500.00**, and for which a budget is approved, **without the approval** of the Property Manager or Council. All expenditures are subject to the review of Council at its next meeting.
  - ii. Expenditures can be made by a Council officer for goods and services (including taxes) of **≥\$500.00 to ≤\$1,000.00**, and for which a budget is approved, only **with the approval of the Property Manager** and without the approval of Council. All expenditures are subject to review by Council at its next meeting.
  - iii. Expenditures for goods and services (including taxes) of **more than \$1,000.00** require approval **by Council resolution** even if a budget for these goods and services is already approved.
  - iv. Unless the service provider/supplier has a previous relationship with Council and provided best overall benefit, at least two (2) quotations must be sought for expenditures of **more than \$5,000.00**, and for which a budget is approved.