

## **Vanier Court Social Committee Terms of Reference**

### **1. Preamble**

The Social 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 Social 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 in person and/or in writing at all regularly scheduled Council meetings;
- d. each committee may establish its own standing rules regarding 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**

The Social Committee shall

- a. contribute to Vanier Court community-building
  - i. by organizing social events and other community activities in the lobby, in the back courtyard, and elsewhere on common property or at nearby off-site locations, and
  - ii. by inviting all residents to attend such events and to participate in preparing them;
- b. in collaboration with Council, welcome new owners into the Vanier Court community (and provide them with information on Vanier Court, possibly including a tour of the building and grounds, familiarization with the facilities and amenities, explanation of the reservation policy for the sauna, reference to the Renovations Guidelines and to the New Owners Guide "Welcome to Vanier Court – Information for new Owners" posted at the Vanier Court website etc.);
- c. assist with coordinating and organizing community events which are proposed or planned by individual owners to take place on common property, provided that such events are preapproved by Council;
- d. consult with Council prior to organizing events such as those above;
- e. report on its progress towards attaining the above objectives (of community building and welcoming new owners) by submitting a written report to Council prior to each scheduled Council meeting and/or by presenting such reports in person at the meetings;
- f. advise on any improvements to common property that will facilitate such events and make recommendations to Council concerning relevant purchases;

- g. respond to questions and comments received from Council, including any owner input submitted to Council, regarding events and activities within the Committee's mandate; and
- h. ensure that all equipment and supplies are clean, adequate, efficient, and in good working order and that they are returned in good condition to the Recreation Room, the storage locker, or other location where they are normally kept and where they remain accessible.

The Social Committee may call on the Resident Caretaker for assistance with the specific tasks outlined at the end of this document.

### **3. Membership**

Following the Annual General Meeting, Council shall circulate a call for volunteers to serve on the Social Committee and shall appoint the Committee forthwith. All owners are eligible to serve on the Committee.

The Committee shall consist of

- a. the Council President, who serves in an *ex officio* capacity, and
- b. the volunteers appointed by Council.

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 elected 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 Social Committee may ask the Resident Caretaker to perform or assist with the following tasks without seeking Council's prior approval:

- a. assist with moving tables and chairs from the Recreation Room to the site of an event taking place on the common property of Vanier Court (e.g., the back courtyard); and
- b. assist with storing seasonal (Hallowe'en and Christmas) decorations and similar items.

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.