Approved 19 May 2026

Vanier Court Bylaws & Rules Committee
Terms of Reference

1. Preamble

The Bylaws & Rules Committee is a Standing Committee that is convened 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 Bylaws & Rules 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 Bylaws & Rules Committee shall

a. review the existing Vanier Court Bylaws and/or the existing Vanier Court Rules and recommend any potential amendments to Council;

   i. review the existing Vanier Court Bylaws in light of the current Standard Bylaws (Strata Property Act [SBC 1998] CHAPTER 43 Schedule of Standard Bylaws, available at https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/98043_18);

   ii. identify any bylaws and/or any rules that are no longer enforceable because they conflict with current legislation including provincial and federal legislation, the City of Vancouver By-laws, and any other enactment or law;

   iii. identify any bylaws and/or rules that appear unclear, poorly worded, outdated, inconsistent with one another, or otherwise questionable, and recommend to Council any potential amendments;

   iv. recommend to Council any additional bylaws and/or rules or the deletion of existing ones;

b. refer any owner enquiries concerning potential amendments to Council so that Council may reply to the respective owner(s);

c. 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 and by updating Council when requested to do so;

d. respond to questions and comments received from Council, including any owner input submitted to Council, regarding activities within the Committee's mandate; and

e. upon achieving its objectives, submit its recommendations to Council so that Council can consult legal counsel before presenting any amendments to the Ownership at an Annual or Special General Meeting.

The Bylaws & Rules Committee shall *not:*

f. submit any recommended amendments for legal review but leave it to Council to make arrangements for this review; and

g. call any meetings of the Ownership or conduct any surveys without Council's prior written consent.

3. Membership

Council shall circulate a call for volunteers to serve on the Bylaws & Rules 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. 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).

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.

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.

Document History

Date	Names	Description of changes
5 March 2019	Council	Standard Operating Policies for Standing Committees ratified.
Council approval: 19 May 2026	ToR drafted by Christa Canitz, Recording Secretary. Revised and approved by Council.	Terms of Reference created, with existing SOP sections integrated as appropriate.