

Guidance to Committees at the Cottages

Stelkia Homeowners' Corporation

The Cottages on Osoyoos Lake

V2.0 Adopted by The SHC BOD May 13, 2019

Effective committees are an integral part of an organization's planning and overall operations. Although the Board of Directors oversees the control and policy making of the organization, it is the committees that implement and carry out the work plans set out by the Board.

The Board of Directors (BOD) for the Stelkia Homeowners' Corporation (SHC) have published the following guidance to help ensure the effective and efficient function of our committees.

It has been determined that advisory committees will best suit the needs of the SHC and the community overall. This type of committee advises and makes recommendations to the BOD on specific issues. An advisory committee typically includes people outside the Board who have a particular skill or interest in the issue at hand.

Committees may discuss and investigate relevant matters but are not empowered to negotiate on behalf of SHC or to take direct action unless explicitly authorized to do so by the BOD.

The creation of Committees must be approved by the BOD.

Committees must have a clearly defined purpose ("mission"). The purpose of a committee may be mandated by the BOD or developed by a proposed committee and subsequently approved by the BOD.

An existing committee without a purpose/mission statement should write a purpose/mission statement and review it with their BOD committee liaison.

Committees will have a minimum of three (3) and a maximum of seven (7) identified voting members. Committees are encouraged, but not required, to have an odd number of voting members. The BOD liaison will only vote in circumstances where the committee is at an impasse due to a tie in voting. The BOD liaison's vote is not to be interpreted as approval from the BOD to proceed on a particular matter.

Each committee is required to have a chairperson. The committee chairperson provides leadership to the committee and is the primary point of contact for the BOD liaison.

While committees can solicit help and advice from outside the committee, only the identified voting members can participate in the collective decision-making process within their committee.

Committee meetings shall be "open" (any homeowner may attend) unless holding a "closed" meeting (only voting members may attend) is approved by the BOD in advance.

The date, time and place of meetings should be entered in the SHC Events Calendar at least one week before the meeting.

Committee meeting minutes must be submitted to the assigned BOD Liaison for review before publishing on the SHC website. The BOD Liaison and/or the BOD may request clarification of and/or add

commentary to the minutes. Minutes for each meeting will be published on the SHC website after this review process.

Committee initiatives or expenses may be funded in the following ways:

1. Thru funds raised via committee activities and held by the SHC for their use;

and/or

2. By the SHC thru the SHC budgeting process.

Regardless of the funding mechanism, the BOD must review and approve proposed initiatives to ensure a committee's projects fit into overall community planning.

The SHC's budget is set annually by vote at the SHC Annual General Meeting (AGM) which usually takes place in October. Committees should submit their proposed budget at least 60 days before the AGM.

Committees are expected to provide a written report to be included in each year's AGM package.

Committees may be asked to provide a verbal report at the AGM.

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Committee Purpose/Mission Statements

Emergency Preparedness Committee (EPC)

Purpose not previously stated here. Updated January 23rd, 2019: We are an open committee of homeowner volunteers working together to provide safety information to our community. Providing Emergency Preparedness knowledge in the event of a potential emergency where lives may be at risk and by helping to co-ordinate and assist evacuations until local First Responders arrive on scene.

Landscape Committee

The Landscape Committee monitors the SHC property to insure that the landscaping meets the expected community standards. The committee will provide detailed information on landscape related areas that require attention. It will also monitor compliance by documenting items that have been satisfactorily completed or remain deficient. Selected members of the committee will meet with representatives from the landscaping company to review the landscaping contractor's performance for completion of regular contract items, identified deficiencies and additional work requests.

Marina Committee

To work as a team to oversee and manage the marina in a responsible, safe and common sense approach on behalf of Osoyoos Cottages boat slip licensees.

Our goal as a committee is to research and recommend solutions to current and potential problems at the marina and present these ideas to the SHC BOD for resolution.

We will also be proactive in seeking out and recommending to our BOD, innovative ideas and strategies to make our marina a model of stewardship that others may follow.

Collectively, this committee will define its areas of responsibility and create achievable objectives that are in the best interests of boat slip licensees.

OIB and Neighbour Relations Committee

Currently in development.

Welcome Committee

Making the Cottages a welcoming community for one and all.

The Social Committee

We are an open committee of volunteers who share in the leadership and planning of Social Events; which help build "our" community culture. We have taken responsibility of the Recycle Shed as a way of fulfilling our environmental accountability and to raise funds for the community at large.

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FAQs:

Q1: What is the purpose of these guidelines?

A1: The purposes of these guidelines are:

- To provide clarity about the intent or mission of each committee by having written and approved mission statements for each committee.
- To provide minimal guidance about the makeup of and the decision making within each committee.
- To provide clarity about the role of a BOD Liaison.
- To set expectations about who may attend committee meetings.
- To explain how committees are funded and the minimal budgeting and forecasting activities a committee should undertake.
- To set expectations about annual committee reports.

Q2: What is the BOD approving when they approve a committee: the formation of the committee itself, all the people involved with the committee, the appointment of a volunteer chair, etc?

A2: The BOD approves the formation of the committee and the committee's mission statement. In only exceptional cases would the BOD delve into the makeup of the committee and its chair.

Q3: Shouldn't all committees be created "from the ground up" not by "top down management" before a committee has had an opportunity to research, analyze and create a meaningful mission statement?

A3: The need for a committee might be recognized by the BOD ("top down management") OR individuals or groups ("from the ground up"). Regardless of the direction from which the need is recognized, an agreed upon mission statement is critical to guiding the activities of the committee. In either case, an initial or prototype mission statement might need to be modified to create a (more) meaningful mission statement (after the committee has had the opportunity to research, analyze, etc.).

Q4: What is the role of the BOD Liaison?

A4: The BOD Liaison is an interface between the BOD and a committee. They are responsible for representing the committee at board meetings and ensuring that the committee is working within its mission statement. The BOD Liaison is responsible for ensuring that budget requirements are submitted to the BOD (in time for inclusion in SHC's annual budget). BOD Liaisons are encouraged to be active members of the committee they represent – to be active participants of the activities the committee undertakes.

Q5: May committee chairs participate in BOD meetings?

A5: Yes, at the invitation of the BOD, for the areas of the committee's responsibility.

Q6: Why should a committee submit a proposed budget each year?

A6: SHC Articles only allow the BOD to spend up to \$5,000 on unplanned expenditures, therefore large, unplanned expenditures may not be dealt with until after the next budget cycle. Itemizing current costs and forecasting future costs informs shareholders of committee activities, current and future. Submitting a proposed budget helps ensure that a committee can achieve its mission.

Q7: Why are committees expected to provide a written report prior to the SHC AGM, and possibly make a verbal report.

A7: SHC Article 11.24 Order of Business (e) “receiving reports of committees” more than implies that each committee is expected to produce a report. The SHC AGM is the perfect time to inform shareholders, in summary format, of the activities and accomplishment of each committee.

V1.0 – April 17, 2018

V1.2 – February 7, 2019 – DRAFT – Update Committee Purposes

V1.31 – February 12, 2019 – DRAFT – Updated Committee Authority and Minute Review

V1.32 – February 17, 2019 – DRAFT – Added statement about Minutes being published.

V1.33 – March 7, 2019 – DRAFT – Modified guidance about open/closed meetings. Change for open/closed meetings approved. Entire document was adopted at March 7 BOD meeting.

V2.0 May 13, 2020 – To provide general clarity around committee responsibilities; the number of voting members; how committees are funded; removed the Club House / Common Property Committee and added the Welcome Committee and OIB & Neighbour Relations Committee