

Source of Authority: Board of Directors

Direction from the Board will be communicated through the Liaison Officer, but authority for providing direction will rest with the Board. Any recommendations concerning the Working Group operations will be made through the Chair.

Composition: 9 members + 1 Board Liaison + By-Law Review Liaison

Term of Office: 2 years or Less, with the possibility of longer if required

Purpose: The working group has been established to investigate and make recommendations to the board involving moving the co-op towards a smoke-less (reduced smoking) environment. Once recommendations have been received, the Board will decide on next steps.

Article I. Specific Duties and Responsibilities

THE SMOKE-LESS WORKING GROUP WILL:

- (a) investigate and report to the Board on Co-operative Sector progress with regard to smoking (CHFT, CHF, CMHC)
- (b) investigate and report to the Board on private sector progress with regard to smoking. (Condominium Associations, Landlord Associations, Large Apartment Companies)
- (c) investigate and report to the Board on Landlord-Tenant Tribunal cases involving the use of Cannabis, Tobacco, and other smoke products. Additionally, the Committee will investigate Human Right's Cases involving Tobacco, Cannabis and other legal smoke products and their use in a person's private residence.
- (d) fact find smoking as a medical issue and/or personal choice i.e.: Smoking as an addiction issue. plus fact-find maintenance cost and fare safety
- (e) review enforcement, recommending how by-laws may apply to smoking in private residences.
- (f) within three months prepare an initial report for the Board, which will include a one-year timeline for gathering all the relevant information.

Article II. Meetings

- (a) Quorum shall be 50% +1 of the Working Group membership, including any vacant positions.
- (b) Meetings shall be held once per month, or more often as required.
- (c) An agenda shall be prepared by the Chair prior to each meeting.
- (d) The agenda shall be distributed prior to each meeting.
- (e) Meetings shall be open to any member of the Co-operative as an observer. The Chair will determine appropriate times for observer to speak.

Article III. Minutes

- (a) Are to be recorded at all Smoke-less Working Group (SWG) meetings, and distributed to the Working Group and Staff Representative within two weeks after the meeting. These should be marked as "DRAFT".
- (b) Once approved, the minutes are to be distributed as follows: Working Group Chair, Office (Committee File), Liaison Officer and Board@hughgarner.com.
- (c) The Working Group Recording Secretary shall be responsible for maintaining a master binder of approved minutes.

Article IV. Working Group Members' Responsibilities

- (a) Regularly attend meetings. Notify the Chair in advance of an absence
- (b) Make a one-year commitment
- (c) If possible, give 1-2 months' notice prior to stepping down
- (d) Carry out any specific duties as required
- (e) Be familiar with, and to follow by-laws, policies and procedures adopted by the Board and the members of the Co-op
- (f) Respect the confidentiality of matters considered by the Working Group, as agreed upon, or advised by the Chair, and matters to which the Working Group has access
- (g) Make decisions and recommendations which are in the best interests of the Co-op
- (h) Determine a Chair and Recording Secretary annually from amongst its members.

Article V. Working Group Assignments

Section 5.01 CHAIR:

The Working Group will determine a Chair and Recording Secretary

The Chair's responsibilities are to:

- (a) *Call meetings as necessary and to ensure that all members are notified of meeting dates and times are posted on co-op Calendar*
- (b) *Prepare in advance an agenda*
- (c) *Call meetings to order and chair meetings of the Working Group*
- (d) *Ensure that clear decisions are made on each item of business and that members have an opportunity to speak.*
- (e) *Ensure that the Working Group develops a plan to recruit new members when vacancies occur*
- (f) *Ensure that new Working Group members are provided with all necessary information for effective functioning, and that they are integrated into the Working Group and its functions*
- (g) *Call for Working Group volunteers for the position of Secretary.*
- (h) *Plan for use of space for meetings.*

Section 5.02 RECORDING SECRETARY:

The Working Group will determine a Secretary

The Recording Secretary's duties are to:

- (a) *take minutes of each meeting.*
- (b) *ensure that a copy is placed in the Master Binder and distributed as noted in Article III.*

Removal of Committee Members

- (a) A Working Group member may be asked to clarify commitment after missing three meetings.
- (b) A committee member may be removed from the committee for repeated breach of committee responsibility other than lack of attendance.
- (c) A Working Group member may be removed for repeated breach of responsibility other than attendance. Standard Organizational Guidelines for Committees will be followed for removing a member.

Article VI. Filling Vacancies

- (a) If the Working Group has vacancies or does not have quorum, the Board shall seek volunteers from the general membership.

Article IX. Sustainability

The Chairperson of each committee is responsible for distributing copies of the Co-Op's sustainability policy to all committee members and reviewing the policy. The committee should think about how it plans to incorporate the principles of the sustainability policy into its activities.

Article X Equity and Representation

Our goal as a co-op is to try to have the leadership of our co-op, including the Board of Directors and committees, representative of our multi-racial, multi-faith community. Committees are encouraged to think about how the projects we take on and events we organize reflect our shared values of building a participatory, multi-racial, LGBTQ positive and barrier free community.

Article VII. Approved by the Board of Directors October 29th 2018