



CALL TO ORDER	
1. APPROVAL OF AGENDA	<b>Decision Requested:</b> That the Board approve the April 21, 2020 Agenda, as presented.
MINUTES	
2. APPROVAL OF MINUTES	<b>Decision Requested:</b> That the Board approve the March 17, 2020 Minutes, as presented.
3. MATTERS ARISING FROM MINUTES	
PRESENTATIONS	
4. ELECTORAL AREA A REPORT - Jen McCutcheon	<b>For Information</b>
5. UBC CAMPUS AND COMMUNITY PLANNING REPORT – Celene Fung	<b>For Information</b>
REPORTS	
6. UPDATE ON COVID-19 RESPONSE a. Operations b. Finance c. Communications d. Recreation	<b>For Information</b>
OLD BUSINESS	
7. GOVERNANCE & HUMAN RESOURCES COMMITTEE UPDATE (Verbal) a. Chief Administrative Officer Recruitment b. Meetings	<b>For Information</b>
8. UNA NEGOTIATING COMMITTEE UPDATE (Verbal)	<b>For Information</b>
NEW/OTHER BUSINESS	
9. UNA BOARD PROCEDURAL RULES	<b>For Decision:</b> That the Board approve the formation of the Board Procedural Rules Working Group and its Terms of Reference (Draft – Version 2), including the composition of the Working Group and the Chair as set out in the Terms of Reference.
10. UNA CONSTITUTION AMENDMENT	<b>For Decision:</b> That the Board approve the Terms of Reference for the UNA Constitution Working Group (Draft – Version 4) and confirm the composition of the Working Group and the Chair as set out therein.
11. NEW TOPICS PROPOSED BY DIRECTORS	<b>For Consideration</b>
ADJOURNMENT	

CLOSED AND IN CAMERA SESSIONS TO FOLLOW



**PRESENT:**

Richard Watson – Chair  
Cristina Initchi  
Tor Album  
Terry Mullen

Bill Holmes  
Jane Kang  
Carole Jolly

**Regrets:**

Murray McCutcheon

**STAFF:**

Andrew Clements – Interim Co- Executive Director  
Wegland Sit - Interim Co- Executive Director  
Morgan Chung – Finance Manager  
Glenda Ollero – Communications Manager  
Shelley Milne – Board Secretary

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**CALL TO ORDER**

The meeting was called to order at 5:30 PM. The Board Chair introduced a motion to approve that the meeting be held by video conference in light of the COVID19 situation. **Motion:** It was moved that the March 17, 2020 meeting of the UNA Board by electronic means be permitted on the grounds that such participation is deemed by the Directors to be in the best interests of the UNA and is convenient. **Approved**

1. **AGENDA - Motion:** It was moved that the Board approve the March 17, 2020 meeting Agenda, subject to adding as the first item under Reports: “UNA Response to COVID19”. **Approved.**

**PRESENTATIONS**

**STAFF SERGEANT CHUCK LAN, RCMP –** The Chair advised that Staff Sergeant Lan was unable to attend the meeting and may be scheduled for a future meeting. Staff Sergeant Lan will also provide an information package for Directors.

**CAMPUS & COMMUNITY PLANNING REPORT–** Celene Fung was unable to attend the Meeting. There were no questions with respect to the Report.

2. **MINUTES - Motion:** It was moved that the Board approve the Minutes of the February 18, 2020 Meeting, as presented. **Approved.**



### 3. REPORTS

- a. **RESPONSE TO COVID19** – Interim Co-Executive Director Clements briefed the Board on UNA’s response to the COVID19 situation including office and facilities closures and the potential financial impacts resulting therefrom. Further information will be provided as more information becomes available. Interim Co-Executive Director Sit responded to a question about the Bean Around the World (“BATW”) tenancy and indicated that he would be following up with the owner of BATW for an update. The Board acknowledged the effective and quick actions of management in responding to the crisis.
  - b. **BUDGET SUBMISSION TO UBC** – The Finance Manager provided an update on the status of the Budget Submission to UBC. The process is on track for submission to UBC by the deadline of March 31, 2020.
4. **Q3 – 2020 INTERIM CO-ED REPORT** – Strategic Plan, Operations and Q3 - 2020 Financial Report – Interim Co-Executive Director Clements highlighted areas in the Plan that are going well, including measures to ensure financial sustainability with respect to core services, the development of a compensation policy and the development of a robust IT platform including Microsoft Outlook which made today’s electronic meeting possible. Areas requiring more attention include clarifying and strengthening the relationship between UNA, UBC and UBC Properties Trust under the Governance Section of the Plan and the development of SharePoint technology as an employee information repository.
5. **COMMUNITY CENTRE RENTAL POLICY** - Interim Co-Executive Director Clements presented the revised Policy and responded to questions respecting the process to evaluate rental requests and the requirement for media to obtain written consent to attend an event. **Motion:** It was moved that the Board approve the Community Centre Rental Policy as proposed subject to inserting a mechanism for the Recreation Manager to bring sensitive requests to the Board for discussion and excluding the Campus Resident from the media written consent requirement. **Approved.**
6. **GOVERNANCE & HUMAN RESOURCES COMMITTEE REPORT - Chief Administrative Officer Recruitment Update** – The Chair provided an update on the status of the recruitment effort. It was noted that the Committee will be using the position description approved by the Board to vet candidates and expects to have candidates with a variety of backgrounds and interpersonal skills to present to the Board for consideration.
7. **BY-LAWS UPDATE** –
- A. Bylaw Working Group
  - B. UNA Negotiating Committee
  - C. UNA Working Group

Director Mullen who chairs all 3 of these groups provided an update. The Board discussed the level of review by management and it was noted that the former UNA Executive Director had worked with the groups as the amendments and related documents were being developed prior to her departure and that UNA legal counsel had also been involved in the past.



**Motion:** It was moved that the Board receive the final work product of the UNA Bylaw Working Group – Phase 2, namely the proposed UNA Constitution and Bylaws, version 7a.

**Approved**

**Motion:** It was moved that the Board approve for a vote by UNA members the UNA Constitution and Bylaws, version 7a, subject to the condition precedent that UBC unconditionally agrees to enter into the Neighbours' Agreement 2020, version 17.

**Approved**

*Directors Jolly, Album and Initchi abstained.*

**Motion:** It was moved that pursuant to Bylaw 6.8, the Board delegates to the UNA Bylaw Working Group – Phase 2 the power to agree on behalf of the Board to minor revisions to the UNA Constitution and Bylaws, version 7a. **Approved**

*Director Jolly abstained.*

**Motion:** It was moved that the Board receive the final work product of the Working Group – AMS, which work was taken over by the UNA Negotiating Committee, namely the proposed UNA–AMS Memorandum of Agreement, version 4. **Approved**

**Motion:** It was moved that the UNA enter into the UNA–AMS Memorandum of Agreement, version 4, subject to the conditions precedent that:

(a) the UNA Constitution and Bylaws, version 7a, are approved by UNA members in a general meeting in substantially their form in that document, and

(b) UBC agrees unconditionally to enter into the Neighbours' Agreement 2020, version 17.

**Approved**

*Director Initchi abstained.*

**Motion:** It was moved that pursuant to Bylaw 6.8, the Board delegates to the Negotiating Committee the power to agree on behalf of the Board to minor revisions to the UNA–AMS Memorandum of Agreement. **Approved**

*Directors Initchi and Album abstained.*

**Motion:** It was moved that the Chair of the UNA Negotiating Committee immediately advise UBC of the adoption of the preceding motion and take such steps and provide such assistance as is desirable to assist UBC in its consideration of the UNA–AMS Memorandum of Agreement, version 4. **Approved**

*Directors Initchi and Album abstained.*

It was agreed that the following motion would be moved to the closed session:

**Moved** that if the Negotiating Committee or the UNA Bylaw Working Group – Phase 2 exercises any of the powers granted to it by the foregoing motions or by a similar motion in the closed portion of the Board meeting, each motion adopted by the Board in the open or closed portion of the meeting that refers to the affected documents shall apply with respect to the documents as revised.



The Board Chair thanked the members of the 3 groups on behalf of the Board for their work with respect to the UNA Constitution and Bylaws, the Neighbours' Agreement and the UNA-AMS Memorandum of Agreement.

8. **PRIVACY POLICY** - Interim Co-Executive Director Sit presented the policy. **Motion:** It was moved that the Board approve the University Neighbourhoods' Association Community Privacy Policy, as submitted subject to the correction of grammatical errors and appoint Wegland Sit as Privacy Officer. **Approved.**
9. **COMMUNITY CENTRES CLOSURE** - Perfectmind Staff Training – Interim Co-Executive Director Clements advised that options for delivering training will be explored in light of the Community Centre closures.
10. **APPOINTMENT OF BOARD SECRETARY – Motion:** It was moved that effective immediately, the appointment of Murray McCutcheon as Board Secretary is revoked, and Bill Holmes is appointed as Board Secretary in his place. **Approved**

**ADJOURNMENT** - The meeting adjourned at approximately 7:15 PM.

*The Board moved to Closed Session.*



## Director's Report

Dear UBC/UEL neighbours,

April 17, 2020

How much our world has changed since my last newsletter! We have all been impacted by COVID-19, and I hope that each of you is doing well – finding somewhat of a new rhythm, and silver linings to brighten your days. Writing this letter is challenging for me, as I am acutely aware that there are some in our community who are feeling the effects of this pandemic far more severely than others. To those who have lost loved ones, who face significant financial insecurity, or who suffer from mental or physical health challenges, I am sorry that this is such a hard time for you, and I hope you'll reach out for support if and when you need it.

I also would like to express my gratitude to everyone working on the front lines. I am so thankful to all who are keeping our communities going – from bus drivers to garbage and recycling collectors, from grocery workers to police and airport workers – thank you. I am especially grateful for those working on the front lines of our health system. In addition to the stress and risk that all front-line workers are facing these days, each of you is also facing the emotional toll of helping those infected with the virus, and with that, the increased risk of bringing the virus into your own home.

Instead of the in-person engagement sessions that I had started earlier this year, I will be hosting a "Virtual Town Hall" meeting for residents of UBC/UNA and the UEL. The meeting will be on Tuesday, April 28th at 7:15 pm, just after the evening cheer for front-line workers (see below for more on that). Please join us using this link in the sidebar and invite any neighbours to join as well. The agenda will include updates from community leaders, followed by time for residents to share ideas, questions, concerns, and resources. We will be joined by the Honourable David Eby, our provincial MLA, as well as Richard Watson and Claire Huxtable, the UNA and CAC Board Chairs, respectively.

In the words of wisdom from BC's Chief Medical Officer, Dr. Bonny Henry: "Be kind, be calm, and be safe" during this unsettling time. Please reach out if you are struggling, have questions or suggestions.

All the best,

Jen McCutcheon. ([areaajen@gmail.com](mailto:areaajen@gmail.com))

### Virtual Town Hall

Tuesday, April 28 at 7:15pm

*(following the 7pm cheer for essential workers)*

This virtual meeting is a chance for anyone in our broader community – those living at UBC or the University Endowment Lands to connect (virtually), ask and get answers to questions about local and regional COVID-19 responses, and discuss how we can best support each other.

Link via Zoom on your device:

<https://zoom.us/j/92307486955?pwd=dXVYV1RhQkRkK0V5Q2c0aDQ4Y1Btdz09>

**Or on your phone: +1-778-907-2071**

**Meeting ID: 923 0748 6955**

**Password: 610456**



# ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area A

APRIL  
2020

## Mayors' Council on Regional Transportation Updates

This is a very challenging time for our regional transportation system. TransLink (which runs our bus, SkyTrain, SeaBus, and West Coast Express public transportation systems) continues to play a critical role in getting our essential workers to and from their jobs through the pandemic. While ridership is down approximately 80%, the system still has 75,000 riders a day (making approximately 250,000 trips per day). Of these trips, 70% are made by our region's frontline workers.

However, the revenue sources for the transit system are down very significantly, resulting in a loss of \$75M per month (\$2.5M per day). These losses are clearly not sustainable, and the organization – through senior leadership, the board, and the Mayors' Council on Regional Transportation – has made the tough decision to decrease services significantly, beginning this week. This was not an easy decision, as we are acutely aware that both our most vulnerable residents, and our essential workers are the ones relying most on our public transit system. This is also a major setback for the employees who will be temporarily laid off as a result of these cuts.

**COVID-19: Transit Service Suspensions**  
 Further transit service suspensions are being implemented across the network due to low ridership relating to the COVID-19 pandemic.  
 For details, please visit the [Transit Service Changes](#) page.

You can read more about the details of the cuts to TransLink on their [website](#), but I wanted to highlight the cuts that will directly impact UBC/UEL. Beginning on Friday, April 24, 18 bus routes will be suspended, including three that service UBC/UEL. These are the 68, 480, N17 (night bus) routes. In addition, beginning on Wednesday, April 22, SkyTrain capacity will be reduced. Further, beginning in early May, it is anticipated that another 47 routes will be suspended, and frequency reduced on many remaining routes.

## Metro Vancouver Regional Parks – how you can help to keep them open



More than 300 new signs have placed in Metro Vancouver parks

Our regional parks and other green spaces are such special places at the best of times and become even more important during times such as these. I am very thankful to the staff at Metro Vancouver for all their work to keep our parks, and in particular Pacific Spirit Regional Park in our community, open. We very much want to keep the parks open, but also need to ensure that the physical distancing orders from Dr. Henry are adhered to. When you are visiting the park, please do your part to ensure that a distance of at least 2 metres is maintained at all times.

Also, did you know that Wreck Beach gets 625,000 visitors a year?! In an effort to maintain physical distancing, the main stairs to Wreck Beach (Trail 6) is now one way **down**, and the stairs near the Museum of



Anthropology (Trail 4) are one way back **up**. Please do your part to adhere to the physical distancing guidelines to help ensure that we can keep the park open.

You can keep up to date on the status of our regional parks (including the recent closure of the Acadia Beach parking lot) here: <http://www.metrovancover.org/services/parks/>

### Brainstorming ways that we can support each other within our communities

During this challenging time, I have found solace in looking for ways that we can connect and support each other. I've reached out to some of our front-line workers, and with them, have come up with the short list below. I am sure that many of you have found other ways to reach out, and I'd love to hear about them. Please email me with your ideas and ways you've connected ([areaajen@gmail.com](mailto:areaajen@gmail.com)).

- ☑ Decorate the square between UBC Acute Care Hospital and Purdy Pavilion with signs, notes, sidewalk chalk to thank staff for all their work. This "square" is located just south of UBC hospital.
- ☑ Cheer, bang pots, or make music out on your porch or front lawn at 7:00 pm each night to show our support for frontline workers
- ☑ Make signs or cards for residents and staff at Tapestry: you can drop these off at the concierge desk just inside the front entrance and they will be shared with residents and/or staff
- ☑ Make signs or cards for grocery and other retail workers: you can drop these off at customer service, or post them on the front window
- ☑ Reach out through your strata or neighbourhood watch/group to see if there are people around you who could use a little help right now, or set up a zoom call for your neighbours to join
- ☑ Make masks from cotton fabric to give to neighbours (save medical masks – simple surgical and N95 for our health care workers). Here is some guidance on this from BC CDC: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>
- ☑ While we maintain our 2 metre distance from each other, don't forget to still smile or even say hello when you walk by someone – humans are social creatures and a smile can still go a long way to brighten someone's day 😊





**Community Centre Update**

Within the UNA, the Old Barn Community Centre has transformed some of its space into a temporary, full-day daycare, which opened this week. This childcare service is for those who need it most, with priority given to children whose parents perform essential services during the pandemic. Operated by the YMCA, the daycare is open Monday to Friday from 8:00 am – 6:00 pm.

The YMCA considers the health and well-being of children, families and staff as a top priority, and is following the recommendations of the government agencies, including following enhanced health measures in compliance with public health recommendations.



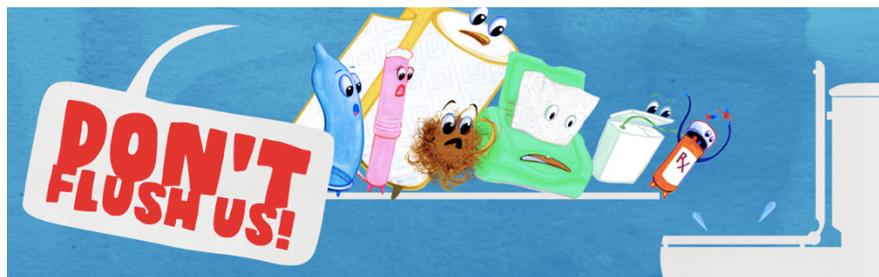
To apply for the YMCA Essential Child Care program, please email: [essentialchildcare@gv.ymca.ca](mailto:essentialchildcare@gv.ymca.ca).

*If you have information about things happening in our community that we can share here, please let me know.*

**Wipes: to flush or not to flush?**

The short answer: ***please don't flush any wipes down the toilet, ever.***

All wipes, even wipes that are labeled “flushable”, jam up pumps within Metro Vancouver’s treatment plants, and when combined with grease, they contribute to the formation of fatbergs which can lead to system blockages in the pipe network. This can result in costly repairs for homeowners and strata councils, as well as for Metro Vancouver. Other items that should not be flushed down your toilet include hair, floss, tampons, paper towels, etc. The only items that should be flushed down your toilet are pee, poo and toilet paper. Metro Vancouver has released “The Unflushables” campaign, which you can watch [here \(www.unflushables.ca\)](http://www.unflushables.ca).





**Ways you can help stop the spread of COVID 19**

As complex as this pandemic is, the individual actions that we each can do to help stop the spread and prevent infections are fairly straightforward. Please see [BC CDC](#) for more details, but their recommendations are:

1. Wash your hands frequently and well
2. Stay home as much as you can
3. When you do go out (e.g., for exercise or groceries), ensure that you maintain a space of at least 2 metres between you and others



**Also, remember to:**

- Stay at home when you're sick, even if your symptoms are mild
- Avoid crowded places
  - This includes play dates, group walks, basketball games and gathering on the beach
- Take care of your mental well-being by checking in with loved ones and practicing self-care
- Cough and sneeze into your elbow or sleeve

**If you live in an apartment:**

- Limit your time in common spaces
- Use common amenities like laundry only when neighbours are not present in the room or you can keep two meters of distance between yourself and others

**More tips:**

- Greet people with a smile or wave instead of a handshake, kiss or hug
- Work from home if possible
- Use public transportation at off-peak times

**Resources**

**Health resources, COVID-19 statistics and other data:**

1. BC Centres for Disease Control: [www.bccdc.ca](http://www.bccdc.ca)
2. BC Government Orders from Provincial Health Officer Dr. Bonnie Henry: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
3. Health Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>



**Provincial/Federal Economic Recovery:**

1. Provincial: <https://www2.gov.bc.ca/gov/content/employment-business/covid-19-financial-supports>
2. Federal: <https://www.canada.ca/en/department-finance/economic-response-plan.html>

**Metro Vancouver:**

1. COVID 19 updates: <http://www.metrovancouver.org/about/covid-19/>
2. Metro Vancouver Regional Parks (including Pacific Spirit Regional Park): <http://www.metrovancouver.org/services/parks/>

**Housing support:**

Tips for residents living in condos or apartment: [https://www2.gov.bc.ca/assets/gov/health-safety/7473\\_covid-19\\_apartment\\_poster\\_85x11.pdf](https://www2.gov.bc.ca/assets/gov/health-safety/7473_covid-19_apartment_poster_85x11.pdf)

**My Recent and Upcoming Meetings**

**Finance and Intergovernment Committee**  
Wednesday, April 15, 2020

**Emergency TransLink Mayors' Council Meeting**  
Thursday, April 16, 2020,

**Metro Vancouver COVID-19 Response Task Force**  
Wednesday, April 22 and May 6, 2020

**CAC Meeting Monday**  
April 20, 2020

**UNA Board Meeting**  
Tuesday April 21, 2020

**Fraser Valley Regional Library Board**  
Wednesday April 22, 2020

**TransLink Mayors' Council**  
Thursday, April 23, 2020

**Metro Vancouver Board Meeting**  
Friday, April 24, 2020

**UBC/UEL Virtual Town Hall**  
Tuesday April 28, 2020

**Media**



*Metro Vancouver Close Up* shows how municipalities and community groups are promoting sustainability and shared regional goals. New videos are posted each month. To see sustainability stories about Metro Vancouver, you can search “Metro Vancouver Close Up” at [metrovancouver.org](http://metrovancouver.org) or follow [metrovancouverblog.org](http://metrovancouverblog.org).



**Links & Connections**

[Metro Vancouver](#)

[www.metrovancouver.org](http://www.metrovancouver.org)

[Mayors' Council on Regional Transportation](#)

[www.translink.ca/en/About-Us/Governance-and-Board/Mayors-Council.aspx](http://www.translink.ca/en/About-Us/Governance-and-Board/Mayors-Council.aspx)

[Jen McCutcheon's Website](#)

[www.areaajen.ca](http://www.areaajen.ca)

[Jen McCutcheon's Twitter](#)

[www.twitter.com/jcmcc2](https://www.twitter.com/jcmcc2)

[Jen McCutcheon's Facebook](#)

[www.facebook.com/AreaAJen](https://www.facebook.com/AreaAJen)

[Union of BC Municipalities](#)

[www.ubcm.ca](http://www.ubcm.ca)

[University Neighbourhoods Association](#)

[www.myuna.ca](http://www.myuna.ca)

[University Endowment Lands Administration](#)

[www.universityendowmentlands.gov.bc.ca](http://www.universityendowmentlands.gov.bc.ca)

[UEL Community Advisory Council](#)

[www.uelcommunity.com](http://www.uelcommunity.com)



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus + Community Planning

### Memorandum

**From:** Campus and Community Planning  
**Date:** April 14, 2020  
**Subject:** Monthly Update from Campus and Community Planning

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### UBC COVID-19 Announcement

Within British Columbia, Provincial Health Officer Dr. Bonnie Henry, the BC Centre for Disease Control, Ministry of Health and Vancouver Coastal Health are leading the coordinated response to COVID-19. UBC continues to take direction from the BC Provincial Government as we plan and consider next steps during these unprecedented times.

UBC information on COVID-19 can be found at <https://covid19.ubc.ca/>

### Upcoming Film & Events Notification

#### April & May

In response to COVID-19, UBC has cancelled programming to May 30th. Cancellations may be required to continue past May 30<sup>th</sup>, and further updates will be provided as new information becomes available.

- Tuesday, April 14th to 29th – **Final exams**
- Thursday, April 30th – **Students move-out of residence.** UBC Parking may be assisting with traffic control. There will be fewer students on campus and traffic control may be less impactful.
- Thursday, May 7th – **Students move-in to residence.** UBC Parking may be assisting with traffic control. Details have not been confirmed if traffic control will be required for April 30th or May 7th student move out/in.
- **Graduation ceremonies are postponed for Spring 2020.** Information on UBC Graduation can be found at <https://graduation.ubc.ca/students/faq/>

### Community Development

The Community Programming team is working closely with UNA staff other UBC partners to develop a contingency plan in response to COVID-19. This approach includes cancelling and postponing events and programs (till at least June 30), exploring online delivery of relevant programming (KidsFit, Music on the Point, etc) and developing responsive efforts to support our community. We are also exploring a special cycle of UTown@UBC Community grants so that community members can deliver their own projects in line with physical distancing measures.

This cycle will likely be launched in mid-April and is part of a regional effort in collaboration with the Vancouver Foundation Neighbourhood Small Grant Program to respond to the COVID-19 pandemic.

In light of current restrictions, the following programs are cancelled/postponed:

- Walk n' Roll & Car-Free Morning
- Jane's Walk
- Music on the Point (exploring online versions)
- UTown@UBC Bike Clinics
- Tough Toddler

### **Engagement and Consultation**

#### **UBC Climate Emergency Community Engagement**

In December, the UBC Board of Governors unanimously endorsed a Declaration on the Climate Emergency, responding to the advocacy of our students, faculty, staff, and resident community members. This Declaration unequivocally acknowledges the urgency of the climate crisis and UBC's ongoing commitment to directly face this as one of the most pressing issues of our time. For more information see <https://president.ubc.ca/letter-to-the-community/2019/12/05/climate-emergency-declaration/>

Within this declaration, UBC committed to conducting a climate emergency engagement process to hear from members of the UBC community across its campuses to inform its role and actions to enact the declaration.

In late February, a community engagement process was launched which included an online survey that was open from February 27 to March 27, pop-up events on both the Vancouver and Okanagan campus, and a campus-wide forum at the Vancouver campus were held, providing opportunities for dialogue through facilitated group discussions, and a panel discussion. Communities within UBC were also invited to organize and participate in community-led dialogues sessions to facilitate group conversations and provide collective feedback.

Due to precautions around COVID-19, all in-person events were postponed starting mid-March, and community dialogues are being planned virtually for the summer. A Climate Emergency Progress Report is currently being prepared that summarizes the engagement process and the emerging themes to date. This report will be presented to the Board of Governors in June for information.

A full report and recommendations will be presented to the Board of Governors in November. It is anticipated that the recommendations will be considered in the context of the overall Strategic Plan, Indigenous Strategic Plan, Climate Action Plan, and Inclusion Action Plan, among other relevant policies and initiatives.

Learn more about the UBC's response to the climate emergency at <https://climateemergency.ubc.ca>.

## **Faculty and Staff Housing - Wesbrook Neighbourhood Plan Amendments**

In January and February, Campus and Community Planning engaged in robust community consultation regarding the proposed amendment to the Wesbrook Neighbourhood Plan, which included meetings with advisory bodies, an online survey, and a public open house. The community response to the proposed amendment was positive.

Summary of the proposed Wesbrook Neighbourhood Plan amendment include:

- Maintain current planned population, density, buildable floor space, and public open space
- Re-designate sites for 3 storey stand-alone townhouses and 2 towers as sites for 4 and 6 storey buildings
- Support stacked townhouses integrated into the ground floors of 4 and 6 storey buildings
- Increase street massing from 5 to 6 storeys to support more efficient building design

At their April 16, 2020 meeting, the Board of Governors approved proposed amendments to the Wesbrook Neighbourhood Plan. This will enable the timely delivery of up to 500 units of below market rate faculty-staff rental housing and will enable UBC to meet or exceed the Housing Action Plan target of 20% faculty-staff housing within the next 10 years. Plans are to deliver the new faculty-staff housing units in two phases from 2023-2026, with the second phase of development subject to demand.

No change to the Land Use Plan is required by this process. A consequential amendment to the [UBC Development Handbook](#) will be needed for consistency with these changes. Staff will present the amendment to the UBC Development Handbook for approval of the Board of Governors at the June 16, 2020 Meeting.

More information is available at <http://planning.ubc.ca/wesbrookplace>

## **Stadium Neighbourhood Plan**

In response to a request from the Board of Governors Housing Action Plan (HAP) Working Group, staff have been exploring additional scenario analysis for residential densities and building heights to better understand economic, urban design, and neighbourhood character implications, as well as the considering the impacts to the UBC community. Staff made a verbal presentation of the analysis to the Stadium Neighbourhood Planning Advisory Committee in early March.

The analysis was submitted to the HAP Working Group for discussion as part of the Board of Governors April session, however, in light of the evolving situation around the COVID-19, it has been deferred to allow for public comments.

In parallel, UBC is working to deepen its relationship with Musqueam, on whose traditional, ancestral and unceded territory the UBC Vancouver campus is located. This includes developing a new Relationship Agreement to guide future UBC-Musqueam engagement, reflecting the priorities in UBC's new Indigenous Strategic Plan <https://aboriginal.ubc.ca/indigenous-strategic-plan/>. Given the importance of this discussion to the University and Musqueam, the Stadium Neighbourhood Plan completion will be considered through the Relationship Agreement process.

## **Development Project Updates**

For more information on development projects please visit:

<https://planning.ubc.ca/planning-development/projects-and-consultations>

### **DP17017T-1 Nobel House Antennas**

On May 14, 2019, a development permit amendment application was received to replace 3 existing antennas and install 3 additional antennas at Nobel House, 3655 Wesbrook Mall. An updated Safety Code 6 radiofrequency evaluation report was received on January 29, 2020. C&CP staff are working with Village Gate Homes to notify residents of the proposed work and provide information on federal health and safety requirements.

### **DP19034 Technology Enterprise Facility (TEF) 4**

On November 22, 2019, a development permit application was received for a 13-storey office building, proposed for the corner of Agronomy Road and Health Sciences Mall, next to the existing TEF3 Building. The 21,502 m<sup>2</sup> building would provide market leasable space for UBC research partners and contain ground floor commercial retail, one level of underground parking, and a landscaped courtyard. Following a Public Open House on December 5, 2019, and review by the Advisory Urban Design Panel and Development Review Committee, a revised submission was received on February 24. The development permit for this project was issued on March 20, 2020.

### **SLP20012 Wesbrook Mall Roadway Rehabilitation of Phase 2**

On February 12, 2020, a street and landscape permit application was received for the redevelopment of the Wesbrook Mall Roadway, spanning from University Boulevard to Thunderbird Boulevard. The improvements are planned for the end of March until September. Work includes roadway rehabilitation, paving and road markings, bike lane, landscaping, utility works, and lighting improvements. The development permit for this project was issued on March 19, 2020.



### **Interim Co-ED Report**

Staff are working from home and continue to maintain their responsibilities virtually.

### **Operations Update**

#### **Temporary Daycare at the Old Barn**

The Old Barn Community Centre has transformed some of its space into a temporary, full-day daycare, which opened this week. This childcare service is for those who need it most, with priority given to children whose parents perform essential services during the pandemic. Operated by the YMCA, the daycare is open Monday to Friday between 8 a.m. and 6 p.m.

Given our facility capacity and YMCA staffing resource, this program has the potential to expand up to 20 in total. At this very moment, we have 10 enrolled in the program.

1. 7 from the existing YMCA Before and After School Program
2. 3 new joiners are coming from families that are classified as Essential Services.
  - a. These 3 new joiners are coming from UNA address as well.
  - b. YMCA received referral from West Coast Child Care Resource Centre.
  - c. West Cost Child Care Resource Centre are vetting these families.

The YMCA considers the health and well-being of children, families and staff as a top priority. From the onset of COVID-19 in B.C., the YMCA has been committed to continuing to provide child care to families as long it was feasible and aligned with the recommendations of the government agencies.

As its child care programs continue to operate, the YMCA is carrying out the following enhanced health measures in compliance with public health:

- If a child or staff has had symptoms recently, such as fever, sore throat, coughing, difficulty breathing or shortness of breath, they must self-isolate for 10 days from the onset of the symptoms before returning to child care;
- Health screenings are being carried out and all families are asked to complete a Health Declaration Form at drop-off/sign-in each day. This is done at the main entrance thereby restricting access by parents to the program space;
- If anyone develops symptoms or has a fever during a program, they will be asked to self-isolate for 10 days before returning to the YMCA program;
- Regular hand washing for children and staff is taking place throughout the day; and
- Enhanced cleaning and sanitizing of high-touch surfaces is completed at regular intervals.

The temporary YMCA daycare will be open until public school resumes or there is a provincial directive to close all daycare services.

A special recognition to YMCA team members, Natalie Jatskevich and Daniel Zelenioug, for their support and dedication to run the daycare during this unprecedented circumstances.



The UNA is pleased to be able to support our community and its residents in as many ways as we can during these extraordinary times.

### **IT Operations**

IT department was there to support the transition from office working environment to working from home mobile configuration.

There were 2 key features that enabled our team to seamlessly migrated to the new arrangement.

#### **1. MS Teams and Office 365**

- a. The UNA office had migrated to Microsoft 365 back in early 2019. This migration turned out to be extremely timely during this unprecedented time.
- b. MS Teams provide video conference and video broadcasting capability
  - i. For internal & external team meetings
  - ii. For monthly board meetings
- c. Provide additional Teams Channel for online collaborations
  - i. Enable real time collaboration for projects in Word and Excel format

#### **2. Rapid deployment of new mobile workstations and setup remote access ability**

- a. On March 19, 6 days after the initial delivery, 5 new workstations were fully configured, deployed and delivered to our key members.
- b. All other team members either received other mobile workstations or they had received Remote Access permission.

### **Parking Updates**

Until further notice, UNA Parking Services will be closed (permits and passes will not be available for purchase). Only **Essential Parking Services** will be enforced.

Under **Essential Service**, the following parking regulations will not be enforced:

- UNA Residential Permit Parking Zones (Hawthorn Place and Wesbrook Place)
  - “No Parking Mon-Sun ” “Except Maintenance and Authorized Vehicles Zone” – Hawthorn Place
  - “No Parking Mon-Fri” “Except Maintenance and Authorized Vehicles Zone” – Wesbrook Place
- Time Limit Parking (1 hour and 2 hour)

Under **Essential Service**, the following parking regulations will continue to be enforced:

- Accessible Zones
- No Parking Zones
- Car Share Only Zones
- MODO Zones/ Zipcar Zones
- Fire Lanes
- Bus Stop Zones



- Loading Zones
- Parking on sidewalks
- Parked in the wrong direction

All 2020-2021 parking permit renewals are suspended, and all 2019-2020 permit expiry dates will be extended until further notice. UNA Parking Services will provide update to residents when more information become available.

### **UNA Fields and Playgrounds Closures**

As part of the UNA COVID 19 response plan:

- On March 20, all UNA playgrounds were closed.
- On March 23, all UNA fields and playgrounds were closed.
- On March 25, working with UBCPT and Urban Rec, all beach volleyball nets within the UBCPT property were removed.

### **Finance Update:**

As of March 17, UNA's Finance Department moved to 90% remote work, with staggered days in-office as needed. All finance functions have continued without interruption.

### **Communication Update**

Communications created a dedicated page for COVID-19 updates on UNA services. It is the website's most-visited page since it was launched on March 16 and time spent on the page is 64 per cent more than average – this means users are engaging with the information more than usual. The department is getting the same bump up in engagement in our newsletters. There's also been an increase in viewership from the average 29 per cent to 45 per cent since we released our COVID-19 statement on March 13. We have included an additional chat feature for the launch of the new website, to enable staff to remotely assist residents when we launch the new UNA System on PerfectMind. We have instituted weekly virtual happy hours with UNA staff via Microsoft Teams. This time has been used as well-being check-ins and also to help staff feel connected to coworkers and the team in general.

### **Recreation Update**

Significant adjustments have been made to the recreation services, including cancelling Spring Break Camps and Spring Programs. The programming team has been busy communicating with instructors, registrants, and the wider community regarding the changes. Refunds from end of winter and spring semester cancellations are significant and are being processed by the staff remotely. Virtual engagement and digital programming platforms are being explored.



UNIVERSITY  
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**BOARD OF DIRECTORS MEETING**

Date April 21<sup>st</sup>, 2020

**MANAGEMENT REPORT**

In early March, the UNA received approval of funding of \$14,125 from Employment and Social Development Canada (ESDC) for Seniors (Phase II) programming. We had received this assistance two years ago and developed a highly engaging and successful Passport to Well-being program for our senior residents. On April 1, ESDC issued a new announcement that allows the funding to be used to assist seniors in response to the COVID-19 pandemic. An initial communication has been initiated with the seniors and they have suggested that digital learning, virtual social activities for seniors, access to public washroom, faster online grocery delivery, and enforcing social distancing are of importance to them. More information about the project will be communicated soon.



**Date:** April 10, 2020  
**From:** Bill Holmes  
**Re:** Board Procedural Rules

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**Decision Requested:**

That the Board approve the formation of the Board Procedural Rules Working Group in accordance with the attached Terms of Reference.

**Background:**

At its February 13, 2018 meeting, the Board approved in principle a draft “Board Procedures Policy”. The motion that was approved reads: “Motion to approve in principle subject to a review of an alternate tool than Robert’s Rules of Order”.

The brief report from the former Executive Director that accompanied the draft Board Procedures Policy stated:

The UNA Board sought advice on a board procedures policy from legal counsel last year. This draft is the result of that consultation.

Factors to consider:

1. Is following Robert’s Rules of Order required? The by-laws do not require that and there are simplified rules of procedure that many organizations choose to adopt instead.
2. Timelines – the timelines indicated are suggested timelines. My recommendation is to work with them for the next two Board meetings and then adjust as needed.
3. There is a distinction drawn between days and business days. While that is useful in other environments my recommendation is to use days and not draw a distinction.
4. Delegations – A 10 minute time limit may not always be workable depending on the complexity of the topic. I recommend wording that indicates a 10 minute maximum unless otherwise agreed in advance. That provides a reasonable guideline and allows for flexibility where needed.

The policy as drafted provides a good framework for the Board to work with and adapt as needed. It provides clarity on board processes that is helpful for the Board and those who interact with the Board at meetings.

To the best of my knowledge, there has been no further consideration of the Board Procedures Policy since the approval in principle in February 2018.

**Discussion:**

*Approval in Principle is Not Approval*

As noted, the Board Procedures Policy has been approved *in principle*. Approval “in principle” is not actual approval; it is approval of the general thrust of the rules. Eli Mina (a Vancouver-based authority on rules of order, Board meetings, and related matters) has this to say about approval in principle:



From time to time a Board or Council may wish to express a favorable position on a proposed project, but is not ready to finalize the commitment to it. To indicate a favorable intent, some Boards adopt a motion “to approve the project in principle”. On the positive side, this approach seems to achieve the desired outcome, namely giving a tentative “green light” for the project.

...

Undoubtedly, an innocent motion to approve something “in principle” can lead to confusion and uncertainty. To avoid such problems, you need absolute clarity as to what commitment is given.

...

In closing, motions should always be concise, complete and unambiguous. The motion to approve in principle is ambiguous and should be replaced with clearer and more specific alternatives.<sup>1</sup>

*Procedural Rules Should Be Comprehensive*

The Board Procedures Policy provides that the proceedings at Board meetings are to be governed by Robert’s Rules of Order (or any other rules that the Board determines from time to time), except to the extent that those rules conflict with the Policy. It is likely that many directors will not be familiar with Robert’s Rules or with any other set of rules for running meetings. It would be preferable, therefore, for the Board’s procedural rules to be as self-contained as possible. This would give the directors a single document to which they could refer to determine the procedure for Board meetings.

The Metro Vancouver Procedure Bylaw<sup>2</sup> provides an example of a self-contained set of rules (with an external source of rules only for unusual situations). These could be used as a model for making the UNA Board’s procedural rules more comprehensive.

*Former Executive Director’s Comments*

The comments of the former Executive Director quoted above point out aspects of the Board Procedures Policy that require further consideration. It is clear that, when the Board gave approval in principle to this set of rules, it was intended that there be further consideration of the rules.

*Role of Executive Director*

The Board Procedures Policy assigns many responsibilities to the UNA’s Executive Director. There are two issues with this. One is that, in the future, the UNA will have a Chief Administrative Officer (CAO), not an Executive Director. The other, more fundamental, issue is that it is inappropriate to make the CAO personally responsible for the various tasks. Some tasks may be performed by staff members other than the CAO. The CAO may be absent (e.g., on holiday), or there may not even be a CAO.

<sup>1</sup> <http://www.elimina.com/insights/rule-sept06-2.htm>

<sup>2</sup> [http://www.metrovancouver.org/boards/Bylaws1/GVRD\\_Bylaw\\_1205\\_Unofficial\\_Consolidation.pdf](http://www.metrovancouver.org/boards/Bylaws1/GVRD_Bylaw_1205_Unofficial_Consolidation.pdf)



UNIVERSITY  
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**UNA BOARD MEETING**

April 21, 2020

*Conclusion*

For the reasons given above, Board Procedures Policy requires further work to put it into a final form to be adopted by the Board. This work is most effectively carried out by a small working group.



## TERMS OF REFERENCE

### BOARD PROCEDURAL RULES WORKING GROUP

#### 1. Purpose

To prepare a set of procedural rules for the UNA Board.

#### 2. Description of Work

- 2.1 Start with the Board Procedures Policy approved in principle by the Board on February 13, 2018.
- 2.2 Make the procedural rules reasonably comprehensive, so as to reduce the need for references to be made to Robert’s Rules of Order or some other set of rules.
- 2.3 Consider the factors noted by the former Executive Director in her report that accompanied the draft of the Board Procedures Policy.
- 2.4 Consider the role assigned to the Executive Director by the Board Procedures Policy, and update the position title to Chief Administrative Officer.
- 2.5 Consider whether any further revisions are required to the Board Procedures Policy.

#### 3. Composition

The members of the Working Group are:

- Mike Feeley
- Bill Holmes
- Terry Mullen

#### 4. Chair

The Chair of the Working Group is Bill Holmes.

#### 5. Meeting Procedures

- 5.1 Meetings will take place at the times and locations determined by the Chair, and may take place by telephone or video conferencing.
- 5.2 Meetings will not be open to the public.
- 5.3 Meetings will be conducted informally, under the direction of the Chair.
- 5.4 Minutes of meetings are not required.



**6. Staff Support**

No staff member is assigned to assist the Working Group. The Chair may request staff support as necessary.

**7. Deliverable**

The Working Group shall submit proposed UNA Board Procedural Rules for consideration at the regular meeting of the Board in June 2020.

**8. Community Consultation**

The Working Group will not engage in any formal community consultation.



**Date:** April 7, 2020  
**From:** Terry Mullen  
**Re:** UNA Constitution

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**Decision Requested:**

That the Board approve the formation of the UNA Constitution Working Group in accordance with the attached Terms of Reference.

**Background:**

The UNA's Constitution sets out the purposes of the UNA as a society. A society's purposes state, in general terms, what the society has been established to do and delimit the activities that the society can undertake.

To the best of my knowledge, the UNA's Constitution has not been reviewed for many years, if at all. The proposed Constitution approved by the Board at its March meeting for a vote by UNA members (along with the proposed UNA Bylaws) is substantially the same as the current Constitution. The only material change is the inclusion of references to Designated Buildings in the UNA's purposes. The mandate of the committees and working group that developed the proposed UNA Constitution and Bylaws did not include reviewing and recommending further substantive changes to the UNA Constitution.

**Discussion:**

There is a significant omission in the UNA's purposes: the purposes do not include the UNA acting as a representative of residents of the UBC neighbourhoods. Thus, provisions of the Neighbours' Agreement 2015 (NA 2015) which assign a representational or advisory role to the UNA appear to fall outside the UNA's purposes. (These provisions are also in the proposed Neighbours' Agreement 2020.)

One provision of this sort is section 3.3 of NA 2015, which reads:

The UNA is a key stakeholder in consultative processes that UBC engages in for the Campus. Recognizing that Residents may have different views or positions on issues and without limiting UBC's ability to consult with Residents directly, UBC recognizes that the UNA will present a position which the UNA believes is in the best interests of all of the Residents reflecting the UNA's role in contributing to the development of the university town.

Another provision is section 3.4, which reads:

The UNA, through its Board of Directors, agrees to play an advisory role to the Board of Governors pursuant to Section 34 of the *University Act*. Accordingly, as requested by the Board of Governors, the UNA agrees that its Board of Directors shall act as an advisory board on such issues as ...

Another possible deficiency is that the UNA's purposes do not appear to include the provision of many of the municipal-like services assigned to the UNA by NA 2015.



Section 3.1 of NA 2015 requires that the UNA's purposes include, and not be inconsistent with, the purposes listed in that section. The listing of purposes closely matches the purposes that are contained in the UNA's Constitution. Thus, the Working Group would be constrained in the amendments it can propose to the purposes currently in the Constitution. However, NA 2015 does not preclude the addition of further purposes.

The vote on proposed amendments to the UNA's Constitution that are approved by the Board for submission to a vote of UNA members would take place at the special general meeting to be held later this year. This vote would be independent of, and would follow, the vote on the proposed Constitution and Bylaws approved at the March Board meeting.



## TERMS OF REFERENCE

### UNA CONSTITUTION WORKING GROUP

#### 1. Purpose

To consider whether additional purposes should be added to the UNA Constitution and whether any current purposes should be modified or deleted, and to recommend amendments to the Constitution.

#### 2. Composition

The members of the Working Group are:

- Bill Holmes
- Murray McCutcheon
- Terry Mullen

#### 3. Chair

The Chair of the Working Group is Terry Mullen.

#### 4. Meeting Procedures

- 4.1 Meetings will take place at the times and locations determined by the Chair, and may take place by telephone or video conferencing.
- 4.2 Meetings will not be open to the public.
- 4.3 Meetings will be conducted informally, under the direction of the Chair.
- 4.4 Minutes of meetings are not required.

#### 5. Staff Support

No staff member is assigned to assist the Working Group. The Chair may request staff support as necessary.

#### 6. Deliverable

The Working Group shall submit a report to the Board containing its recommendations for amendments to the UNA Constitution, for consideration at the regular meeting of the Board in May 2020.

#### 7. Community Consultation

The Working Group will not engage in any formal community consultation.