



***Location: Multipurpose Room, Wesbrook Community Centre
Time: 5pm***

1. CALL TO ORDER

2. PRESENTATIONS

- a. Chuck Lan, Detachment Commander, University RCMP – 2018 report
- b. AMS – Marium Hamid, AMS President and Max Holmes, AMS VP Academic and University Affairs

3. AGENDA

Approval of the February 19th, 2019 Agenda

4. MINUTES

Approval of the January 15th, 2019 Minutes

5. MATTERS ARISING FROM MINUTES

6. REPORTS – For Information

- a. Campus and Community Planning – C. Fung
- b. Management Reports – J. Blenkin, W. Sit, G. Ollero, A. Clements

7. NEW BUSINESS

- a. Draft UNA Constitution and Bylaws

Motion: That the Board receive for information the draft bylaws set out in Draft UNA Constitution and Bylaws – Version 3 – January 25, 2019 and that these draft bylaws be made available to UNA members and non-member residents of the UNA neighbourhoods in the course of the public involvement phase of the bylaw amendment project.

Motion: That the Board, in consultation with the UNA Bylaw Working Group, consider the comments made, and concerns raised, by UNA members and non-member residents of the UNA neighbourhoods during the public involvement phase and make such further amendments to the draft bylaws, at the March meeting of the Board, as the Board deems appropriate.

Motion: That, to provide time for UNA staff to compile a summary of the comments made, and concerns raised, by UNA members and non-member residents of the UNA neighbourhoods during the public involvement phase of the bylaw amendment project, the March 19th, 2019 UNA Board meeting be rescheduled to Tuesday, March 26th, 2019.



b. Parking Permit Fee Proposal

Motion: That the UNA Board of Directors approves the fees for the Resident parking decal and visitor pass as set out below:

- 1st vehicle - \$140.00 + applicable taxes
- 2nd vehicle - \$280.00 + applicable taxes
- 3rd vehicle - \$560.00 + applicable taxes
- Visitor Pass: \$140.00 + 21% Translink Parking Tax + applicable taxes

c. Community Engagement Advisory Committee - Terms of Reference

Motion: That the Board approve the Terms of Reference of the Community Engagement Advisory Committee and appoint a director to act as a liaison with staff to make recommendations on the implementation process and timelines at the March 26, 2019 Board meeting.

d. Land Use Planning Advisory Committee - Terms of Reference

Motion: That the Board approve the Terms of Reference of the Land Use Advisory Committee and appoint a director to act as a liaison with staff to make recommendations on the implementation process and timelines at the March 26, 2019 Board meeting.

The Chair will introduce a motion dealing with the jurisdiction of the Board in establishing the committee.

8. OLD BUSINESS

Strategic Plan amendment

9. FINANCE

Budget update

10. ADJOURNMENT

A closed session and an In Camera meeting will follow.

PRESENT:

Terry Mullen - Chair
Laura Cottle – Secretary
Matthew Delumpa – Treasurer
Tor Album

Cristina Ilnitchi
Carole Jolly
Nataliya Jatskevich

REGRETS: Ying Zhou

STAFF PRESENT:

Johanne Blenkin – Executive Director
Morgan Chung – Finance Manager
Wegland Sit – Operations Manager

Andrew Clements – Recreation Manger
Glenda Ollero – Communications Manager

1. CALL TO ORDER

The meeting was called to order at 5pm.

1. PRESENTATIONS

- Electoral Area A elected representative - Justin Leblanc - spoke about his role in Electoral A and advised that Mike Feeley would be his alternate. Justin will continue the tradition of attending UNA Board meetings and providing reports on Electoral A.
- UBCPT and UNA relationship – Paul Young, Director of Planning - spoke about the relationship between UBCPT, UBC and the UNA. A copy of his power point will be made available.
- Alex Volkoff gave an update on the activities of the resident group which is concerned about issues arising out of the proposed Stadium Neighbourhood development. She acknowledged the constructive working relationship with C & CP staff and indicated they continue to work with staff and other stakeholders.

2. AGENDA & MINUTES

Motion to approve the January 15th, 2019 Agenda. **Carried.**

Motion to approve the December 4th, 2018 Minutes. **Carried.**

3. MATTERS ARISING FROM MINUTES

None.

4. REPORTS

Executive Director's Report – Received

5. NEW BUSINESS

A request for a playground in Hampton Place will be added to the agenda of the February meeting for discussion.

6. OLD BUSINESS

- Bylaw Working Group Update
 - The AMS director voiced a concern about the lack of consultation with the AMS as part of the bylaw review project. She indicated that she would abstain from a vote on the recommendations.
 - The AMS director stated the need to communicate and consult with the AMS what the relationship is and to prioritize the process to formalize a relationship between the UNA and the AMS. She advised that she would seek direction from the AMS Board.
 - The Executive Director was asked to follow up with the AMS on a consultation process.

Motion: That the Board adopt the recommendations in the report entitled UNA Bylaw Working Group Report as of January 9th, 2019, which report uses as its starting point the bylaws which were voted on at the January 2018, AGM. **Carried. AMS director abstained.**

Motion: That the Working Group be instructed to draft the specific bylaws required to implement the recommendations in the Report, including bylaws which must be altered or deleted to harmonize with the specific bylaws, such bylaws to be presented to the Board for ratification or amendment at its February, 2019 meeting. **Carried. 1 abstention, 1 opposed.**

Motion: That in parallel to drafting the bylaws, staff will seek the advice of the UNA's legal counsel on the proposed bylaws, and staff will provide a community engagement plan regarding the bylaws to the Board as soon as practicable. **Carried.**

Motion: That the UNA Chair, two other directors and the Executive Director, in close consultation with the Bylaw Working Group and UNA's legal counsel, begin negotiations with UBC on amendments to the Neighbours Agreement, 2015, that are necessary to bring the agreement into conformity with the proposed amended bylaws and to address UBC's concerns regarding no longer being able to appoint directors to the UNA Board, and to bring the negotiated terms to the UNA Board for ratification or amendment as soon as is practicable. **Carried. 1 Abstained. 1 Opposed.**

7. FINANCIAL STATEMENTS

- Quarterly Financial Statements

Motion: To adopt Quarterly Financials. **Carried.**

8. ADJOURNMENT



The meeting was adjourned at 6:55pm.

A closed session and an in Camera meeting followed.

DRAFT



Memorandum

From: Campus and Community Planning
Date: February 15, 2019
Subject: Bi-Monthly Update from Campus and Community Planning

Below is information on campus events from February 1st to March 31st 2019:

Film & Events Notification

Reading Week February 18 - 22

Community Development

TravelSmart Funding for Walk n' Roll Evaluation:

The Walk n' Roll program is a collaboration between CCP and the UNA that promotes active and sustainable transportation to local elementary school kids from UBC neighbourhoods. This year, the CCP Community Programming team was awarded \$5,000 by Translink's TravelSmart funding to conduct an evaluation of the Walk n' Roll Program with residents. The team will be partnering with Dr. Alex Bigazzi of SCARP/Civil Engineering and his graduate students on this research and expect the evaluation to be complete by the end of 2019.

Kids Takeover UBC:

On February 17, young volunteers from the UBC community will take on adult-sized roles, working alongside staff and volunteers to host a day of arts and culture activities on campus. This is the second year for Kids Take Over which is produced by CCP programming team in partnership with UBC's Arts and Culture District. This year's program includes a variety of activities for children and their families including a Theatre Lab at the Frederic Wood Theatre, Culture Kids at the Museum of Anthropology, as well as activities with the School of Music and the Belkin Art Gallery. This year's event will feature a new collaboration with Athletics and Recreation, who will keep Doug Mitchell Arena open for a drop-in family hockey and public skate. utown.ubc.ca/kidstakeover

UTown@UBC Community Grants:

UTown@UBC Community Grants award up to \$1000 for projects that foster community building and connectedness on campus or in the Musqueam community. The deadline for the winter grant cycle is February 10th, 2019.

International Women's Day 2019:

The Community Development programming team, along with the Centre for Community Engaged Learning and the Arts and Culture District have been awarded funding from the UBC Equity Enhancement Fund and UBC Wellbeing to launch a new art-focussed festival for International Women's Day 2019. This event, called *Turn it Up, Disrupt* aims to foster a unique dialogue with our community

about leveraging creative expression to address sex and gender-based inequalities and to bring about positive change. The current event line-up includes a new exhibit and musical performances at MOA on March 7th, free programming for students on March 8th in the UBC Life Building and a full day of performances, panel discussions and workshops on Saturday, March 9th featuring Virago Nation (Indigenous Burlesque) and a performance of the critically acclaimed play, Trans Scripts. More information can be found at www.arts.ubc.ca/turnitup

Engagement and Consultation

Stadium Neighbourhood Plan:

The Stadium Neighbourhood Plan concluded the third phase of the planning process this past fall. Since then staff have been working with the Board of Governors Housing Action Plan Working Group and continue to explore three key areas related to the Neighbourhood Plan: 1) UBC community housing opportunities; 2) services to support population growth (e.g. schools, daycare, grocery stores), and 3) further Musqueam engagement.

In December, Board of Governors Housing Action Plan Working Group were provided with a status update on the Neighbourhood Plan. The Working Group expressed interest in dedicating two-thirds of Stadium Neighbourhood to rental housing - up from the previous amount of 40% of the total. This would include below-market rental options for faculty and staff, as well as market rental options for those who work or study at UBC. The remaining 33% of development would be leasehold housing in order to generate revenue to: 1) respond to the Board of Governors direction to site a new Thunderbird Stadium on a more efficient footprint, resulting in more site area for residential use; 2) fund the servicing and amenities for the new community; and, 3) provide the equity that UBC must invest in rental projects in order to secure external financing. The Working Group discussions also focused on enhanced and new programs to increase faculty home ownership opportunities.

The Board of Governors also received a letter and petition from a resident group who presented their concerns regarding the draft plan concept and its potential impact on the surrounding neighbourhood, including:

- density and building heights
- service levels (schools, grocery, childcare, etc.)
- impacts on adjacent areas (Botanical Garden, Rhododendron Wood)
- transportation

UBC Board of Governors Chair Michael Korenberg responded in January 2019 to the letter stating how the planning process for Stadium Neighbourhood is addressing areas of concern through technical analysis, design testing, ongoing coordination with service providers such as the Vancouver School Board. This letter, as well as a previous letter from Chair Korenberg, are posted on the Stadium Neighbourhood website (www.stadiumneighbourhood.ubc.ca).

Campus and Community Planning staff have also been meeting with the resident group and the Stadium Neighbourhood Planning Advisory Committee (which includes resident representatives) to review ongoing coordination, technical analysis and planning rationale for the draft plan concept. A number of technical studies and documents have also been posted on the Stadium Neighbourhood website

Parallel to the neighbourhood planning process, UBC is continuing its engagement with Musqueam to update the 2006 Memorandum of Affiliation. This process is expected to progress over the next several months.

Staff plan to report to the Board of Governors in April with an information update on the planning process, including the draft plan concept. Final approval of the Neighbourhood Plan is subject to statutory Public Hearing and subsequent referral to the province for the necessary Land Use Plan amendments.

For more information, contact Aviva Savelson, Senior Manager, Public Engagement at aviva.savelson@ubc.ca (604) 822-0273 if you have any questions

Wesbrook Mall Upgrades:

C+CP held a public information session on January 29th, 2018 about planned improvements along Wesbrook Mall between 16th Avenue and Chancellor Boulevard and the first of phase of construction underway. This session was an opportunity to learn about the long-term design vision for Wesbrook Mall that prioritizes a range of improvements for pedestrian, cyclists and buses. The first phase of construction is now underway, which will introduce new intersections for pedestrians, new bike lanes for cyclists, and new dedicated bus lanes. Construction is expected to be completed in fall 2019 and when complete will accommodate a new 41st Avenue B-Line bus service to UBC that will launch in fall 2019. More information about the planned improvements to Wesbrook Mall and the new 41st Avenue B-Line bus service is available online at www.planning.ubc.ca/wesbrook-mall.

Development Services

DP17028 Wesbrook Place Lot 11 Amendments:

C+CP received the following amendment applications for the Georgia Point and Oakwood Residences, a market rental residential high rise and faculty/staff townhouses on Lot 11 in Wesbrook Place. Amendment 1 application for revisions to: the unit mix; parking ratios; indoor/outdoor amenity areas; and additional balconies was received July 4, 2018. This amendment is currently under review by Campus and Community Planning Staff. FEB UPDATE: DP17028-1 is currently under review and the permit is expected to be issued in the next couple weeks.

DP18028 Wesbrook Place – Lot 4 Faculty/Staff Housing:

FEB UPDATE: DP18028-2 was issued on January 8, 2019. This amendment permits the temporary removal of one maple street tree on Birney Avenue at Lot 6 to permit access for staging to serve the faculty/staff rental residential midrise development on Lot 4 in Wesbrook Place. The tree will be temporarily stored and returned to the site following construction. DP18028-3 DP amendment application for architectural and landscape changes was received on January 25, 2019 and is currently under review. DP18028-4 DP amendment application for the temporary relocation of 3 street trees on the perimeter of the site to protect them during construction activity is currently under review. All trees will be returned to the site at the end of construction.

DP 18001 Lot 8 – “Ivy on the Park” – Market housing:

DP18001-3 An amendment application for architectural and unit mix changes was received on December 07, 2018 and is currently under review.

DP10001-6 Bioenergy Research Demonstration Project (BRDF) Expansion:

An application was received on October 24, 2018 for a 150m² expansion to the existing Bioenergy Research Demonstration Project (BRDF), at 2337 Lower Mall. The proposal includes the addition of hot water boiler capacity to the existing BRDF steam plant and interior and exterior modifications to the existing building. The expanded use of biomass as an energy source shall provide additional heat at a lower cost than natural gas and shall help UBC to diversify its fuel mix, and reduce UBC's carbon tax through lowered Gas House Gas (GHG) emissions. FEB UPDATE: The Public Open House was held on Wednesday, November 21, 2018 at the existing facility at 2337 Lower Mall. The open house was well attended and guided tours of the existing BRDF were available for those in attendance. Project was on hold over the holiday period. Next Steps: Revised Architectural drawings have been recently requested by C+CP for review.

For more information: <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/bioenergy-research-and-demonstration-facility-brdf-biomass-expansion>

DP18004-1 Museum of Anthropology Temporary Access Road:

An application was received on October 24, 2018 for the installation of a temporary access road on the north west side of the Museum of Anthropology, 6393 NW Marine Drive to support upcoming seismic upgrades to the Great Hall. The road will connect to the existing fire lane through the berm, pond, and pebble beach. Yosef Wosk Reflecting Pool will be drained for the duration of construction. The site will be returned to existing condition at the end of the project. For more information on the Great Hall Seismic Upgrades: <http://infrastructuredevelopment.ubc.ca/projects/moa-great-hall-seismic-upgrades/>
FEB UPDATE: None - ongoing.

DP18043 BCR Lots 1, 8 and 9 Tree Removals:

An application was received on October 2, 2018 for the removal of 159 trees over 15dbh on the vacant BCR Lots 1, 8, and 9 in Wesbrook Place to facilitate construction staging, laydown, and parking for the Wall, Polygon and UBC Properties Trust development sites in Wesbrook Place. Several western red cedar trees will be salvaged by the Departments of Architecture and Landscape Architecture for a student led project on Campus. C+CP is working with the applicant to identify the immediate needs of the construction sites in Wesbrook Place in order to maximize tree retention in the area. FEB UPDATE: DP18043 was issued on November 23, 2018 for the removal of 76 trees greater than 15cms diameter at breast height (dbh) on BC Research Lot 1 to create an area that will accommodate staging and construction parking that will be displaced from Lot 8 in Wesbrook Place. A tree inventory prepared by a certified arborist indicates that the site includes Alder, Western Red Cedar, Maple, Cherry, Cascara, Red Maple, and Poplar trees.

DP18048 Institute for Accelerator-based Medical Isotopes (IAMI) at TRIUMF:

FEB UPDATE: A Development Permit application was received on December 3, 2018 for the proposed 3,400m² 5-level (2 levels below grade) Institute of Advanced Medical Isotopes (IAMI) to accommodate a new TR-24 cyclotron and integrated lab and office space at TRIUMF, Canada's National Laboratory for Particle and Nuclear Physics. A Public Open House was held on December 11, 2018 in the TRIUMF Administration Building in South Campus. The applicant team has been working with C+CP to finalize their DP submission package and the latest amendment was received on January 18, 2019. This resubmission package is currently under review by C+CP.

DP18037T An application was received in October for a temporary laydown and staging area for the IAMI project above. Staff is currently working with the applicants to identify a viable area for use as a construction staging area to support the IAMI project. Several options are being considered adjacent to the IAMI development site.

FEB UPDATE: Temporary DP18037 was issued on January 17, 2019 to permit access and laydown areas on UBC and TRIUMF leased lands to support the construction of the future IAMI building. This permit included

the removal of 45 trees. The area will be remediated following construction. Access on Imperial Trail will be maintained.

DP18045 MacInnes Field Public Realm Plan:

FEB UPDATE: A Development Permit application was received on November 15, 2018 for the layout and design of MacInnes Field (5,255m²) for athletic and recreational use and adjacent public realm landscape connections. A Public Open House was held on November 27, 2018 in the Lobby of the Alumni Centre and was well attended. DP18045 was issued on January 31, 2019.

New Items:

DP12017-5 Wesbrook Community Centre Child Care Addition:

A Development Permit application was received on January 10, 2019 for a child care addition on the west side of the existing Wesbrook Community Centre, 3335 Webber Lane. Plans will be displayed for a one storey, 629m² addition for 49 licensed child care spaces. A Public Open House was held on January 29, 2019 in the lobby of the Wesbrook Community Centre and was lightly attended. Next Step: **A Development Permit Board presentation will be in the Community Room at the Wesbrook Community Centre on February 13, 2019 starting at 5:00PM**

DP19002 Acadia Modular Child Care:

A Development Permit application was received on January 10, 2019 for the addition of three (3) modular classrooms with outdoor playspace to provide nearly 100 child care space by August 2019 in Acadia Park. A Public Open House was held on February 5, 2019 in the Child Care Services Building at 2881 Acadia Road and was lightly attended. **The public comment period on this application will close on February 12, 2019.** The permit is expected to be issued shortly thereafter.

DP19001 Pacific Residences:

A Development Permit application was received on January 8, 2019 for five new student housing buildings totalling approx. 34,500m², adjacent to the existing Gage Residences along Wesbrook Mall and Student Union Boulevard. The project will comprise up to 970 student beds; office space for Student Housing and Hospitality Services; and associated amenity and service spaces. **Public Open Houses are scheduled on Tuesday, February 26, 2019 in the concourse of the UBC Life Building between 11:30am to 1:00pm and 4:30-6:30pm.** Information and opportunities for input on improvements to Walter Gage Road will also be provided at these open houses.

DP0734-5 MBA House Change of Use:

A Development Permit application was received on November 27, 2018 for the conversion of the commons lounge, server, and library space into a new 188m² commercial retail unit. **A Public Open House is tentatively set for the week of February 25, 2019 and will be held at MBA House, in Wesbrook Place.** Notification will occur soon.



EXECUTIVE DIRECTOR'S REPORT

The focus of our time, mine and the management team, has been on developing a work plan for the first year of the Strategic Plan. We are aligning this with the budget process to ensure all initiatives are properly resourced.

Stadium Road Planning Advisory Committee

I attend the PAC meetings and the resident forums whenever possible. Details of the Stadium planning process are on the project website.

Emeritus faculty and PAACE

I met with the sub-group of PAACE to discuss how the UNA could work with the Emeritus faculty to strengthen connections between the UNA and the academy. The first meeting was focused on sharing information about our respective communication channels. We will meet again in late March to explore next steps and identify priorities. I suggest a director also attend the March meeting to participate in this initiative, which has been identified as a goal of the Strategic Plan.

UBCPT's 30th Anniversary

I attended the reception hosted by UBCPT to celebrate 30 years at UBC. It was a wonderful tribute to Robert Lee and those who have developed this unique UBC community. A copy of the book commemorating the first 30 years is at the UNA administration office.

Human Resources

We have now launched our newly revised Employee Handbook. The review led to changes to bring the UNA in line with standard HR practices and workplace legislation. We are hosting internal meetings for staff to ask questions and provide feedback.

Hampton Place Playground

Campus and Community Planning reviewed the resident request for a playground in Hampton Place. Hampton Place was designed to accommodate residential buildings with some landscaped islands. There is no available space to create a playground in a safe space in that neighbourhood. There are play areas in Norma Rae Point Elementary school and Khorana Park, both within a 3 to 5 minute walk of Hampton Place.

Working Group on UNA Bylaw review

I attend the meetings of this group as a staff resource.

COMMUNICATIONS REPORT

Staff Update Newsletter

We've launched a new internal e-newsletter. The UNA Staff Update is sent to all staff every Tuesday and it contains important information pertinent to staff and day-to-day operations such as announcements, website changes, project updates and more. The goal is to increase inter-departmental and inter-office communications.

UNA Bylaw Review Community Consultation

The Bylaw Review Community Consultation was launched on February 4, 2019 with an online survey. The survey will be open for feedback until March 19. Posters have been placed in community centres and surrounding establishments, post cards were printed for distribution in the community, particularly, at the Lunar New Year Celebration last February 9. An open forum is scheduled for March 12, 6:30-8:30 p.m. at the Old Barn Community Centre to be moderated by Hailey Graham. A presentation by the Bylaw Review Committee will be given and a panel will be available to answer questions from the community. Feedback from both the survey and the open forum will be collated and reported to the Board of Directors.

Spring/Summer Programs Marketing and Promotions

The newly-redesigned Program Guide is being launched this season. As well, supporting promotional materials for the Spring/Summer 2019 season are being created. We'll be producing various tri-fold brochures, rack cards, posters and digital promotions.

Old Barn Community Centre Materials Archiving

UNA staff are working with UBC library studies students in archiving photos and other materials from the Old Barn Community Centre. Particularly, the historical frames have been taken down for archiving. The photos/history will be redesigned.

Staff Survey

The first annual UNA Employee Engagement Survey was launched on February 13 with support from TWI Surveys, an independent survey company. The survey objectives are as follows:

- Provide an anonymous annual feedback opportunity (results will be managed by TWI Surveys)
- See where staff are after a series of significant changes
- Set priorities for improvement
- Act on staff feedback
- Support ongoing conversation about how staff work together to serve the community
- Create a culture of feedback, sharing and engagement



Community Centre Branding/Marketing

Signs or other more permanent marketing materials are being created for both community centres. The design will be based on the new design of the Program Guide which will eventually be the visual brand that ties together the community centres and differentiates it from the “corporate” UNA brand.

Events Calendar Post-Launch

The UNA Events Calendar launched smoothly and has been receiving positive feedback from our community and contributing partners. The page is currently getting similar view rates to our main recreation page, and page viewers spent an average of 1:51 minutes per session in the first week.

We are compiling data and feedback to inform our next steps and improve calendar functionality. There have been some really great suggestions that we are hoping to implement, and overall there has been a consistent enthusiasm by residents for getting more events up on the platform. We are continuing to train interested partners and encourage existing ones to continue using the calendar.

Community Consultation Core Values

As we continue our work with the UNA Strategic Plan guiding us, it has become apparent that some foundational work might be helpful to guide our community consultation and engagement efforts.

The purpose of these core values is to help the UNA make better decisions that reflect the interests and concerns of people and entities potentially-affected by changes and decisions of the organization.

Examples of such core values can be found on the City of Vancouver [website](#). The City has adopted [core values](#) established by the [International Association of Public Participation](#) (IAP2). As well, [UBC Campus and Community Planning](#) uses these same values to guide their work.

Establishing the UNA’s own core values for community consultation could be a good first assignment when the Community Engagement Committee is established, to be endorsed and implemented by the Board of Directors.



RECREATION REPORT

January is a busy month for the Recreation Team as we assess the Fall semester, launch the Winter semester, and plan the Spring and Summer semester.

Winter Programs started on Jan 7th, and the registration remains solid. The revenue generated half way is \$154,046, with 1800+ registrants. We foresee a 10% increase in program revenue compared to winter 2018.

Spring and Summer Guide was completed and went to print on February 8th. It features a new design thanks to our Marketing and Communications Team. The spring registration will start on March 4th.

Yoga Program has changed from a drop in 20 classes per week model to a 10 classes per week registration-based model. Students are being encouraged to commit to 10 weeks of regular practice with one teacher. The change is to ensure that our recreational programs are operating on a cost recovery model.

The UNA Lunar New Year event on Feb 9th was successfully delivered with 600+ people in attendance. We saw significantly higher number of families with young children at the event this year. Over 40+ Chinese and Korean volunteers were involved in planning and delivering the event – a great engagement opportunity and community celebration!

Program cancellations occurred and centre hours were decreased due to inclement weather February 11th and 12th. February 11th afternoon programs were cancelled, and we closed both centres at 5pm. February 12th all classes were cancelled. WCC fitness centre and centre opened at 8:30am and closed at 3pm and OBCC opened at regular time and closed at 5pm.

OPERATIONS REPORT

UNA and UBC Emergency Preparedness

The UNA is working with UBC's Risk Management Services to update a campus wide emergency response plan. The focus of this emergency response plan is to identify gaps, utilize existing and campus resources, build organizational and resident capacity, and develop a departmental responsibility plan for the UNA during an emergency.

As it is a work in progress, more information will follow later this year.



Outlook Migration and Internal Communication - Completed

As part of the UNA effort to improve operational efficiency, the UNA has migrated its email service to a cloud-based environment with MS Outlook 365, and implemented a new internal communication tool through MS Teams.

Next step of the UNA IT upgrades is the migration of the internal server to the cloud. The objective of this migration is to build a more robust filing infrastructure and documentation framework that will fit our organization's needs. This migration will help improve redundancy and reduce long term costs associated with the maintenance and upkeep of a local server.

Pruning and Long-Term Pruning Strategy

In collaboration with UBCPT, the UNA is pleased to announce a round of pruning for all UNA neighbourhoods, beginning in February 2019, and expected to be completed by the end of March 2019. Part of the pruning project this year is to develop a multiyear pruning strategy, in order to address the ongoing concerns of growing trees, and to develop a financially sustainable model that can serve the neighbourhoods on a long-term ongoing basis.

Snow Storm and Snow Removal Plan

The snow removal plan, and UNA snow crews were activated on February 9th to 13th. UNA snow removal crews continue to work to ensure residents have access to key areas of the neighbourhood.

CONSTITUTION

1. The name of the Society is the UNIVERSITY NEIGHBOURHOODS ASSOCIATION (the "Association").
2. The purposes of the Association are:
 - (a) To promote a distinctive "university-town" community that will support and enhance The University of British Columbia's ("UBC") academic mission particularly for the common good of those residents within the Local Areas and Designated Buildings, as defined in the Bylaws;
 - (b) To promote, develop and deliver services, amenities and facilities which better provide for the development of good neighbourhoods within the Local Areas and Designated Buildings, particularly for residents with respect to community health, safety, education, culture, recreation, comfort or convenience;
 - (c) To operate and maintain, or provide for the operation and maintenance, of any properties which may from time to time be designated, leased, licenced or otherwise conveyed to the Association for operation and maintenance as areas serving the general well-being of the residents with regard to community health, safety, education, culture, recreation, comfort or convenience of the residents;
 - (d) To receive funds from UBC, the residents and others, and to use such amounts for the fulfilment of any and all of the purposes set out above in any lawful manner as determined by the board of directors of the Association; and
 - (e) To promote, in the conduct of business and work of the Association, qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community, particularly through work to:
 - (i) establish, advance and perpetuate information management and liaison systems; and
 - (ii) provide timely input with respect to enhancing the quality of life in the public realm of the neighbourhoods,for the ongoing development of a community for living, working and learning in a creative, healthy, safe, enjoyable, and interactive environment.

BYLAWS OF UNIVERSITY NEIGHBOURHOODS ASSOCIATION

1.0 INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires:

“Association” means the University Neighbourhoods Association;

“Board” means the Directors;

“Business Day” means a day on which the Association’s business office is open;

“Chair” means the Chair of the Association;

“Designated Building” means a building whose residents are eligible to become members pursuant to agreement between the Association and UBC, made in accordance with the Neighbours’ Agreement 2015 or any successor agreement to the Neighbours’ Agreement 2015;

“Director” means a person who is a director of the Association and, for greater certainty, does not include a person elected or appointed as a director until the person’s term of office begins;

“Faculty and Staff Housing” means all institutional accommodation units, townhouses, apartments and/or housing used exclusively or primarily by faculty and/or staff of UBC;

“Land Use Plan” means the land use plan for the Point Grey campus of UBC deemed adopted by the Minister of Community and Rural Development in accordance with the *Municipalities Enabling and Validating Act (No. 3)*, Part 10 – 2010, as amended from time to time;

“Local Areas” means those residential neighbourhood plan areas identified for non-institutional development in Schedule C – Plan Areas, of the Land Use Plan, excluding all Student Housing, but not excluding Faculty and Staff Housing;

“Qualified Recipient” has the meaning given by the *Societies Act*;

“Resident Member” means a person who is a member pursuant to Bylaw 2.1(a);

“Secretary” means the Secretary of the Association;

“Societies Act” means the *Societies Act* of British Columbia from time to time in force and all amendments to it and any legislation that succeeds the *Societies Act*;

“Student Housing” means institutional accommodation units, townhouses, apartments and/or housing used exclusively or primarily by students of UBC or UBC’s affiliated theological colleges, including students visiting from other educational institutions;

“Treasurer” means the Treasurer of the Association;

“UBC” means The University of British Columbia;

“UBC Member” means a person who is a member pursuant to Bylaw 2.1(b); and

“UBC Observer” means a person who has been appointed pursuant to Bylaw 8.1, while the appointment remains in effect.

1.2 For the purpose of these Bylaws, a Resident Member who becomes a Director by acclamation is deemed to have been elected.

1.3 Except for terms defined in these Bylaws, the definitions in the *Societies Act* apply to these Bylaws.

1.4 If there is a conflict between a provision of these Bylaws, and the *Societies Act*, the regulations under the *Societies Act*, or any other enactment of British Columbia or Canada, the provision has no effect.

2.0 MEMBERSHIP

2.1 The members of the Association are the following persons:

- (a) persons who become members in accordance with Bylaw 2.3; and
- (b) up to 2 persons appointed from time to time by the President of UBC.

2.2. To be eligible to be a member, a person must

- (a) be at least 18 years of age, and
- (b) except for persons who are members pursuant to Bylaw 2.1(b), reside in a Local Area or Designated Building.

2.3 A person who is eligible to be a member may apply to become a member by application to the Association and becomes a member upon the confirmation of the Association that the person meets the eligibility requirements for membership.

2.4 A person appointed pursuant to Bylaw 2.1(b) becomes a member on receipt by the Association of written notice from UBC of the appointment.

2.5 Every member shall uphold the Constitution and comply with these Bylaws.

2.6 A person ceases to be a member:

- (a) by delivering the person's resignation in writing to the business office of the Association;
- (b) on the person's death;
- (c) on ceasing to be eligible to be a member; or

- (d) in the case of a person who is a member pursuant to Bylaw 2.1(b), on receipt by the Association of written notice from UBC that the person's appointment as a member has been revoked.

3.0 MEETINGS OF MEMBERS

3.1 Every general meeting shall be held on the day and at the time and place, in accordance with the *Societies Act*, as the Board decides.

3.2 An annual general meeting shall be held in each calendar year not more than 6 months after the fiscal year end of the Association.

3.3 The members may requisition a general meeting by delivering to the Association's registered office a requisition signed by not less than 10% of the members and the Board shall, within 21 days, call a general meeting, to be held within 60 days after the date of the Association's receipt of the requisition, to consider the business stated in the requisition.

3.4 The members may deliver to the Association's business office a notice signed by not less than 1% of the members setting out a matter that the members propose to have considered at an annual general meeting and the Association shall, in accordance with section 81 of the *Societies Act*, include the proposal in the notice of the annual general meeting if the proposal was received by the Association at least 7 days before notice of the annual general meeting is sent.

3.5 The Association shall, not less than 21 days before it holds a general meeting, give notice of the general meeting to the members in accordance with Bylaw 14. A proxy in the form determined by the Board shall accompany the notice.

3.6 The notice of a general meeting shall specify:

- (a) the place, the day and the time of the meeting;
- (b) in the case of special business (as defined in Bylaw 4.1), the nature of that business; and
- (c) the text of any special resolution to be considered at the meeting.

3.7 Every general meeting, other than an annual general meeting, is a special general meeting.

3.8 The accidental omission to give notice of a general meeting to a member, the accidental omission to include a proxy with a notice, or the non-receipt of a notice of a general meeting by any member does not invalidate proceedings at that general meeting.

4.0 PROCEEDINGS AT GENERAL MEETINGS

4.1 Special business is:

- (a) all business at a special general meeting except the adoption of rules of order and procedural motions, and

- (b) all business at an annual general meeting, except,
 - (i) the adoption of rules of order and procedural motions;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the Directors;
 - (iv) the most recent report of the auditor;
 - (v) the appointment of the auditor; and
 - (vi) the other business that, under these Bylaws, must be transacted at an annual general meeting or business which is introduced in the report of the Directors.

4.2 No business, other than the election of a chair for the meeting and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

4.3 If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

4.4 A quorum for a general meeting is 10 members who are present in person or by proxy.

4.5 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

4.6 Subject to Bylaw 4.7, the Chair shall preside as chair of a general meeting, unless another person is selected by the Board in advance of the meeting.

4.7 If the person who, pursuant to Bylaw 4.6, is to chair a general meeting is not present within 15 minutes after the time appointed for holding the meeting, any Director present may be appointed by the members present to act as chair. If no Director is present or no Director is willing to act as chair, the members present shall choose a chair.

4.8 The chair of a general meeting may, or, if so directed by the members at the meeting, must, adjourn a general meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

4.9 When a general meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given in the manner set out under Bylaw 14.2 except that the Association shall not be required to provide 21 days advance notice of the adjourned meeting.

4.10 Except as provided in Bylaw 4.9, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

4.11 A resolution proposed at a general meeting must be seconded and the chair of a general meeting may propose a resolution.

4.12 In case of an equality of votes at a general meeting, the chair shall not have a casting vote in addition to the vote to which the chair may be entitled as a member and the proposed resolution shall not pass.

4.13 A member is entitled to one vote at a general meeting.

4.14 Voting on ordinary resolutions at a general meeting shall be by show of hands. Voting on special resolutions at a general meeting shall be by ballot provided that at any meeting the members may agree by ordinary resolution to vote by a show of hands on a special resolution. Every ballot cast upon a poll and every proxy appointing a proxyholder who casts a ballot upon a poll shall be retained by the Secretary for a period of 3 months after the general meeting and shall be subject to inspection by a member at the business office of the Association during normal business hours.

4.15 A member may appoint by proxy a person to act and vote on behalf of the member at a general meeting.

4.16 A proxy:

- (a) shall be in writing and in the form determined by the Board;
- (b) shall be signed by the member giving it;
- (c) may contain limitations on the exercise of the power conferred by it; and
- (d) is valid only at the general meeting for which it is given and any adjournment of that meeting.

4.17 A proxyholder:

- (a) must be a member; and
- (b) if not a Director, may be the proxyholder for at most 5 other members who have given a general power of proxy.

4.18 The original or a copy of a proxy may be deposited at such place as is specified for that purpose in the notice calling the general meeting at any time prior to the commencement of the meeting, or adjourned general meeting, or with the chair of the meeting, the Secretary, or the senior manager of the Association.

4.19 A vote given in accordance with a proxy is valid notwithstanding the previous death or incapacity of the member giving the proxy.

4.20 A proxy may be revoked only by an instrument in writing:

- (a) executed by the member who gave the proxy; and
- (b) delivered either to the business office of the Association at any time up to and including the last Business Day preceding the day of the general meeting or adjourned general meeting for which the proxy is given, or to the chair of the meeting, the Secretary, or the senior manager of the Association on the day of the meeting, or any adjournment thereof, before any vote in respect of which the proxy is given has taken place.

4.21 Directors may, but are not obliged to, solicit proxies prior to a general meeting.

4.22 Any issue at a general meeting which is not required by these Bylaws or the *Societies Act* to be decided by a special resolution shall be decided by an ordinary resolution.

5.0 ELECTION OF DIRECTORS

5.1 An election of directors shall be held in 2019, in 2021, and in every third calendar year thereafter.

5.2 An election of directors in a year shall be held after the Association's annual general meeting for the year and before December.

5.3 For a year in which an election is required, the Board shall:

- (a) set the deadline by which nominations must be received by the Association, which shall be at least 15 days before the date set by the Board under Bylaw 5.3(b);
- (b) set the deadline by which the Association must send ballots to members;
- (c) set the deadline by which completed ballots must be received by the Association, which shall be at least 21 days after the date set by the Board under Bylaw 5.3(b); and
- (d) at least 14 days before the date set by the Board under Bylaw 5.3(a), publish an advance notice of the election in a community, local or other newspaper, and on the Association website, which notice shall include a call for nominations and the deadlines set by the Board under this Bylaw.

5.4 Any Resident Member wishing to be elected as a director must be nominated by not less than 5 Resident Members with the nominations to be made in writing and delivered to the Association's business office by the deadline for nominations set by the Board under Bylaw 5.3(a).

5.5 The nomination of a member who is prohibited by Bylaw 6.17 from serving an additional term is invalid.

5.6 If, at any time after the close of nominations and on or before the date set by the Board under Bylaw 5.3(c), the number of nominees (excluding persons who have ceased to be nominees) is equal to or less than the number of directors to be elected, the nominees are acclaimed as Directors.

5.7 If Bylaw 5.6 does not apply and any nominee is a Director seeking to serve an additional term as permitted by Bylaw 6.18, nominees, other than nominees who are such Directors, are acclaimed as directors and an election shall be held in which the only candidates are the Directors seeking to serve an additional term as permitted by Bylaw 6.18.

5.8 For each election – other than an election for which it can be determined in sufficient time that Bylaw 5.6 applies – the Association must send, by the date set by the Board under Bylaw 5.3(b), to every person who is a member at least 7 Business Days before that date:

- (a) the name of each nominee who has not been acclaimed as Director;
- (b) a 200 word or less biographical description of the nominee that has been provided by the nominee;
- (c) a ballot; and
- (d) instructions for the completion and return of the ballot, including the date set by the Board under Bylaw 5.3(c).

5.9 Each member eligible to vote in an election is entitled to complete and return one ballot in accordance with the instructions provided by the Association.

5.10 Ballots shall be secure, secret, and in a form that the Board approves.

5.11 The persons eligible to vote in an election are those persons who are members 2 Business Days prior to the date set by the Board under Bylaw 5.3(c). Any person becoming a member in the period

- (a) beginning immediately after the day that is 7 Business Days before the date set by the Board under Bylaw 5.3(b), and
- (b) ending at the end of the second Business Day before the date set by the Board under Bylaw 5.3(c)

shall be provided with the materials referred to in Bylaw 5.8 at the time of becoming a member, unless it has been determined that Bylaw 5.6 applies with respect to the election.

5.12 The Board shall establish all procedures for the conduct of an election that are not provided under these Bylaws.

5.13 The nominees who are elected as Directors are those who receive the larger number of votes until all positions are filled.

5.14 If 2 or more nominees receive the same number of votes and, as a result, their election together with the election of nominees who receive a larger number of votes would result in more elected nominees than positions to be filled, the nominee or nominees to be elected shall be determined by lot using the method under section 151 of the Local Government Act as it read at the time of adoption of these Bylaws.

5.15 Notwithstanding anything to the contrary, in the event that an election cannot take place in accordance with these Bylaws due to circumstances beyond the control of the

Association, the Board may make alternate arrangements for the election, with such arrangements to comply as closely as possible to the requirements for elections under these Bylaws.

6.0 DIRECTORS

6.1 The Directors must manage, or supervise the management of, the activities and internal affairs of the Association and may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, but subject, nevertheless, to:

- (a) all laws affecting the Association,
- (b) in recognition of its unique relationship with UBC, and the necessity to support and enhance UBC's academic mission, compliance with all agreements made between UBC and the Association; and
- (c) these Bylaws.

6.2 Subject to Bylaw 6.3, the number of directors is 6.

6.3 The Board may increase the number of directors to 7. Once it has set the number of directors at 7 it may not lower the number.

6.4 No person may become a Director if the person is not qualified pursuant to the *Societies Act* to be a director of a society. If a person is not qualified, the election or appointment of the person is void.

6.5 If, at any time, a Director ceases to be qualified pursuant to the *Societies Act* to be a director of a society, he or she ceases to be a Director.

6.6 A person elected as a Director holds office for a term that

- (a) commences at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the election, and
- (b) ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the next election of directors.

6.7 The Board may, from time to time, appoint a Resident Member as a Director to fill a vacancy. The term of office of a Resident Member so appointed commences on the day specified by the Board and ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the next election of directors.

6.8 The members may, by special resolution, remove a Director from office and may elect a successor at the general meeting at which the Director is removed to complete the term of the Director.

6.9 Each Director shall uphold and comply with the Constitution and Bylaws.

6.10 Each Director, when exercising the powers and performing the functions of a Director, shall:

- (a) act honestly and in good faith with a view to the best interests of the Association; and
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances.

6.11 A stipend shall be paid each year, within 5 Business Days after December 1 of the year, to each person who was a Director at any time between December 2 of the preceding year and December 1 of the year.

6.12 The annual amount of the stipend for the period February 1, 2018 to January 30, 2019 is \$5,700 for service as a director other than the Chair and \$8,550 for service as the Chair. The amount of the annual stipends shall be adjusted as of February 1 of each year commencing in 2019 to reflect the annual inflation rate for the 12 months of the prior calendar year in the Consumer Price Index for all items for the Province of British Columbia, as determined by Statistics Canada.

6.13 The amount of the stipend payable to a person for service as a director other than the Chair for the period for which the stipend is payable at a particular level – i.e., December 2 to January 30, or February 1 to December 1 – shall be determined by prorating the annual amount of the stipend applicable in the period by the ratio of the number of days in the period that the person served as a director other than the Chair to 365. The amount of the stipend payable to a person for service as the Chair shall be determined in a similar manner.

6.14 A Director shall be reimbursed for all expenses reasonably incurred by the Director while engaged in the affairs of the Association.

6.15 For any matter that is, or is to be, the subject of consideration by the Board, if that matter could result in the creation of a duty or interest that materially conflicts with a Director's duty or interest as a Director, directly or indirectly, that Director shall fully disclose the interest to the Board, abstain from voting on the matter, leave the meeting when the matter is being discussed or voted on, and refrain from any action intended to influence the discussion or vote.

6.16 A Director shall account to the Association for any profit made as a consequence of the Association entering into or performing any contract or transaction, unless:

- (a) the Director complies with Bylaw 6.15; or
- (b) the contract or transaction was reasonable and fair to the Association at the time it was entered into, and after full disclosure of the nature and extent of the interest in the contract or transaction it is approved by special resolution of the members.

6.17 Except as permitted by Bylaw 6.18, a member may not serve more than 2 consecutive terms as a Director.

6.18 If, before giving effect to this Bylaw, there are fewer nominees for an election of directors than positions to be filled, a member who would otherwise be prohibited by Bylaw 6.17

from serving another term may serve another term. For greater certainty, this Bylaw may apply more than once to a Director.

6.19 A partial term as a director served by a member who has been appointed to fill a vacancy (other than a member appointed after 2020 and within 6 months after the end of an election of directors) shall not be counted as a term for the purposes of Bylaw 6.17.

6.20 A Director may resign in accordance with the *Societies Act*.

7.0 PROCEEDINGS OF DIRECTORS

7.1 The Directors shall meet not less than 6 times per calendar year. The Chair shall determine the dates, times and locations of Board meetings.

7.2 The Directors shall be given reasonable notice of the date, time and location of each Board meeting. For this purpose, "Director" includes any person whose term of office as a director will commence at the beginning of the meeting.

7.3 The date, time and location of each Board meeting shall be publicized. Members and other residents of the Local Areas and Designated Buildings are entitled to attend all Board meetings which are not closed or *in camera*.

7.4 Subject to these Bylaws, the Directors may establish the procedure for Board meetings, and may adjourn meetings.

7.5 The quorum to transact business at a Board meeting is a majority of the Directors at the time of the meeting.

7.6 Except as otherwise provided in this Bylaw, the Chair shall chair all meetings of the Board. If the Chair is not present within 30 minutes after the time for the start of the meeting, if the Chair has indicated an intended absence from the meeting, or if there is no Chair, the Directors present shall choose a Director who is present to chair the meeting. If the Directors elect a Chair at a Board meeting, the Chair shall thereupon commence to chair the meeting.

7.7 Questions arising at a Board meeting shall be decided by a majority of votes on a show of hands. In case of an equality of votes, the chair of the meeting shall have a second vote.

7.8 The chair of a Board meeting may move or propose a resolution.

7.9 The Directors may approve a resolution without meeting if they consent unanimously, excluding abstentions, in writing.

7.10 A Director, with the consent of the Chair, may at any time convene a meeting of the Board.

7.11 The Board may delegate any, but not all, of its powers provided that it continues to supervise the management and affairs of the Association. In making any such delegation the Board shall establish terms of reference which shall include that any committee, delegate, or delegates to which powers are delegated shall regularly report to the Board.

8.0 UBC OBSERVERS

8.1 The President of UBC may appoint up to 2 persons who shall have the rights set out in this Bylaw 8, and may, from time to time, terminate the appointment of a person and appoint other persons, provided that the number of persons appointed at any time may not exceed 2.

8.2 The appointment or termination of appointment of a person pursuant to Bylaw 8.1 is effective for purposes of these Bylaws on receipt by the Association of written notice from UBC of the appointment or termination.

8.3 Subject to Bylaw 8.4, the UBC Observers may attend all Board meetings.

8.4 The Board may, by resolution, exclude the UBC Observers from attending the portion of a closed or *in camera* meeting that involves consideration of a matter for which it can reasonably be concluded that UBC may be adverse in interest to the Association.

8.5 The UBC Observers may participate in discussions at a Board meeting, except any discussion for which the meeting chair decides otherwise.

8.6 Subject to Bylaw 8.7, the Association shall provide the UBC Observers with reasonable notice of all Board meetings and with all documents prepared for Board meetings.

8.7 Bylaw 8.6 does not apply with respect to documents relating to any matter for which it can reasonably be anticipated, as determined by the Chair or a delegate of the Chair, that the UBC Observers will not be permitted to be present when the matter is considered by the Board. If the Board does not exclude the UBC Observers from attending when the matter is considered, they shall be given the documents relating to the matter.

9.0 OFFICERS

9.1 The officers of the Association consist of a Chair, Secretary, Treasurer and such other officers as the Directors elect from time to time from among themselves. An officer holds his or her office until the earlier of the election of a successor or the time at which the officer ceases to be a Director.

9.2 The Chair shall undertake such activities in connection with the affairs of the Association as determined by the Board.

9.3 The Secretary shall, either directly or by delegation:

- (a) issue notices of meetings of the Association and Board,
- (b) keep minutes of all meetings of the Association and Board,
- (c) have custody of all records and documents of the Association,
- (d) have custody of the common seal of the Association, and
- (e) maintain the register of members.

9.4 The Treasurer shall, either directly or by delegation, oversee the financial affairs of the Association.

10.0 MANAGEMENT

10.1 The Board may appoint a senior manager of the Association in accordance with section 61 of the *Societies Act*, and such other employees and persons as may be required to manage the business, financial and other affairs of the Association under the direction of the Board.

11.0 SEAL

11.1 The Board may provide a common seal for the Association and may destroy a seal and substitute a new seal in its place.

11.2 The common seal shall be affixed only when authorized by a Board resolution and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the Chair and the Secretary.

12.0 RECORDS AND FINANCES

12.1 In order to carry out the purposes of the Association the Board may, on behalf of and in the name of the Association, raise or borrow and secure the payment or repayment of money in the manner it decides, and, in particular but without limiting the foregoing, by the issue of debentures.

12.2 No debenture shall be issued without the sanction of a special resolution of the members.

12.3 The members may by special resolution restrict the borrowing powers of the Board, but a restriction imposed expires at the next annual general meeting.

12.4 The Association shall keep proper accounting records in respect of all financial and other transactions, including the following:

- (a) each receipt or disbursement of the Association;
- (b) every asset and liability of the Association; and
- (c) every other transaction affecting the financial position of the Association.

12.5 The records of the Association that must be available for inspection by the members under the *Societies Act* may be inspected by the members at the business office of the Association.

13.0 AUDITOR

13.1 The Association shall have an auditor, who shall prepare an annual report to the members on the financial statements that are to be placed before the Association at each annual general meeting. The auditor shall state in the report whether, in the auditor's opinion, the financial statements present fairly the financial position of the Association and the results of its operations

for the period under review and, shall identify expenditures or commitments which appear to be inconsistent with the purposes of the Association or significant changes from prior annual reports. If the opinion contained in the report of the auditor is qualified, the auditor shall state the reasons in the report.

13.2 At each annual general meeting the Association shall appoint an auditor to hold office until the next annual general meeting.

13.3 An auditor may be removed by ordinary resolution.

13.4 An auditor shall be promptly informed in writing of appointment or removal.

13.5 No Director, employee or member of the Association may be auditor.

13.6 The auditor may attend general meetings.

14.0 NOTICES TO MEMBERS

14.1 Unless otherwise specified in these Bylaws, a notice may be given either personally, by mail, or by email to the members at their addresses as noted in the records of the Association or, in the case of notice of a general meeting, in accordance with Bylaw 14.2.

14.2 Provided the Association has more than 250 members, notice of a general meeting may be given by:

- (a) emailing it to the email address of every member who has provided an email address to the Association; and
- (b) posting it to the Association website throughout the period commencing at least 21 days before the meeting and ending when the meeting is held.

14.3 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.

14.4 Notice of a general meeting shall be given to:

- (a) every person who is a member on the day the notice is given; and
- (b) the auditor.

15.0 BYLAWS

15.1 A member is entitled to receive, without charge, one copy of the current Constitution and Bylaws of the Association.

15.2 These Bylaws shall not be altered or added to except by special resolution.

15.3 Notwithstanding anything to the contrary, Bylaws 6.1(b), 16.2, and this Bylaw, shall not be altered or added to except by special resolution where at least one UBC Member is present and no UBC Member opposes the resolution.

16.0 DISSOLUTION OF ASSOCIATION

16.1 In the event the Local Areas become part of the City of Vancouver or another municipality or become governed by a similar type of local government, the Directors shall put the question of the dissolution of the Association to the members at a special general meeting called for that purpose.

16.2 If the members authorize dissolution of the Association, or if the Association enters into liquidation proceedings pursuant to the *Societies Act*, the assets remaining after all liabilities have been paid or adequate provision for payment of the liabilities has been made, shall be distributed to the Qualified Recipient that replaces the Association as the provider of municipal-like services. If there is no such Qualified Recipient, then the remaining assets shall be distributed to the Qualified Recipient or Qualified Recipients specified in an ordinary resolution of the members or, if passing an ordinary resolution is not feasible, specified in a Board resolution.

17.0 TRANSITION

17.1 This Bylaw 17 applies notwithstanding any other provision in these Bylaws.

17.2 In this Bylaw 17,

“**AMS**” means the Alma Mater Society of the University of British Columbia Vancouver; and

“**Application**” means the bylaw alteration application in respect of the alterations to the Association's Bylaws authorized by special resolution passed at the special general meeting held in [month] 2019.

17.3 A person who is a member of the Association immediately before the filing of the Application:

- (a) if appointed a member by the President of the AMS, ceases to be a member on the filing of the Application;
- (b) if appointed a member by the President of UBC, is deemed to have been appointed pursuant to Bylaw 2.1(b); and
- (c) otherwise, is deemed to have become a member in accordance with Bylaw 2.3.

17.4 A person who, immediately before the filing of the Application, is a Director because of appointment by the President of the AMS or the President of UBC ceases to be a Director on the filing of the Application and is not entitled to a stipend for any period in which the person was a Director.

17.5 The term of office of Directors

- (a) elected in January 2018 ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the election of directors in 2019, and

- (b) elected in November 2018 ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.3(c) for the election of directors in 2021.

17.7 The number of directors to be elected in the election to be held in 2019 is 3 plus the number of Directors, if any, elected in November 2018 who cease to be Directors on or before the date set by the Board under Bylaw 5.3(c) for the election.

17.8 For any person elected as a director in 2019 who was not elected as a director in January 2018, the reference in Bylaw 6.17 to “2 consecutive terms” shall be read as “3 consecutive terms”.



PROPOSED PRICE INCREASE FOR UNA RESIDENTIAL PARKING DECAL AND VISITOR PASS

Background:

On February 8, 2013, the UNA Board approved the current parking management strategy including the introduction of fees. The 2013 UNA on-street parking fees in Hawthorn Place and Wesbrook Place were in effect from June 1, 2013 to March 31, 2014 (10 months) in order to align with the fiscal year. It was also agreed that the fee schedule would be reviewed annually.

In June 2014, The Ministry of Transportation and Infrastructure (MoTI) transferred the maintenance and operations of the interim parking regulations to the UNA. Parking continues to be patrolled by the BC Commissionaires under the authority of the MOTI. The UNA office continues to be responsible for issuing parking permits.

2018/2019 - Current price structure

- 1st vehicle - \$120.00 + GST (\$10 per month)
- 2nd vehicle - \$240.00 + GST
- 3rd vehicle - \$480.00 + GST
- Visitor Pass - \$120.00 + 21 % TransLink Parking Tax + GST

Recommendations: Proposed new price structure

- Recommend \$20 increase for 1st vehicle parking permit (+16%)
- 1st vehicle - \$140.00 + GST (\$11.6 per month, a \$1.6 increase per month)**
- 2nd vehicle - \$280.00 + GST **
- 3rd vehicle - \$560.00 + GST **
- Visitor Pass *
 - **Option 1:** \$150.00 included TransLink Parking Tax + GST (\$110.7 before tax)
 - **Option 2:** \$140.00 + 21 % TransLink Parking Tax + GST

*On-street visitor parking is subject to both the South Coast British Columbia Transportation Authority Act parking tax (21%) and 5% GST. GST also applies to the 21% Parking Tax.

**On street resident parking is subject to 5% GST (included in the fee), but exempt from the South Coast British Columbia Transportation Authority Act: parking tax [2 (1) For the purposes of section 169.07 (a) [exemptions for residential parking] of the Act, "residential parking" means parking on a parking area that (a) is located in or in close proximity to the building in which the person parking the motor vehicle

Parking Advisory Committee: Recommended price increases for the 1st permit to \$140.00 as part of the expense recovery objective approved by the UNA Board of Directors at February 14, 2017 Board meeting:

MOVED BY Raymundo Escalona, THAT the UNA Board of Directors supports the recommendation of the Finance and Audit Standing Committee and directs staff to begin the



process of developing a multi-year on-street parking strategy that includes objectives to recover expenses associated with parking management. **Carried Unanimously**

Parking Advisory Committee: Requested the UNA staff to review the pricing structure for the UNA Visitor Parking Pass. The Parking Advisory Committee noted that the UNA Visitor Parking Pass has much lower usage (number of days used) than the regular the

UNA Resident Parking Decal. Based on less usage they suggested the price be reduced to \$150 inclusive of all taxes.

City of Vancouver – Short Term Visitor Parking Pass

City of Vancouver (COV) has a standardized price for Visitor Parking Permit @ **\$10.4** per week, no annual visitor parking pass available. COV visitor parking permit is not transferable, it is attached to the plate and each pass needs to go through a full parking application process. To put it in perspective, City of Vancouver’s residential parking permit price ranges from **\$38** in Kitsilano South to **\$360** in West End.

<https://vancouver.ca/streets-transportation/buy-your-annual-or-short-term-or-visitor-parking-permit.aspx>

The price of a 1-month short term visitor parking pass in the City of Vancouver (\$42) will cost more than an annual parking permit in Kitsilano South (\$38). Hence, the price of visitor short term parking permit in the COV can cost more than an annual parking permit.

UNA Staff recommendation:

- The UNA has sold **225** visitor parking permits in the 2018/2019 season. If the UNA Visitor Parking Pass price changes from \$140 to \$110.6 there will be approximately a **\$6750** reduction in parking revenue that the UNA will have to absorb.
- By increasing Visitor Pass Price to \$140, it will align our pricing structure to the expense recovery objective set by the UNA Board of Directors at the February 14, 2017 Board Meeting.
- Both Residential Parking Decals or Visitor Parking Passes authorize a vehicle to occupy an on-street parking space. There is an on-going misuse problem of the UNA Visitor Parking Pass given its transferable nature.
- UNA staff do not recommend that the UNA Board of Directors change visitor pass pricing to \$150.00 inclusive of taxes, based on usage alone. Any reduction of the fee should require a full consideration of its transferable nature and related misuse problems.

Re: Community Engagement Advisory Committee and Land Use Advisory Committee

Background:

Fletcher Consulting recommended that the UNA create four community advisory committees to enhance the Board's engagement with the community and give residents a greater voice. These committees will assist the Board in its decision making processes. The recommendations in the report were approved by the Board in July 2018, and it was decided to implement the committees in a phased approach, starting with the Community Engagement Committee. This was reflected as a goal in the UNA Strategic Plan.

Since that time, the Board decided to also implement a Land Use Advisory Committee and amend the Strategic plan to reflect that change.

The Fletcher report outlined Terms of Reference and provided templates for each committee.

I have followed the templates and suggested modifications to the Fletcher report as follows:

1. It was recommended that a member of the business community be on each Committee. While that may be common in many municipalities, the UNA does not have an organized or sizeable business community at this time. Accordingly, I recommend that the Committees determine when and how to engage with local businesses.
2. The size of these Committees may prove challenging to secure a sufficient number of interested people. I recommend starting with a complement of 5 or 6, depending on the committee and the ability to add as needed.
3. The meeting frequency was set at a bimonthly level. Given the number of board meetings and other working groups, I suggest committing to quarterly meetings with the Committee determining if it needs additional meetings. That gives them the flexibility to meet as needed without putting undue strain on Board, staff and resident resources.
4. An orientation program with materials was recommended for Committee members. This is a big project that has not yet been resourced. I suggest we provide an overview and then work with the Committee to expand it as required. This Committee structure is new and will be an iterative process.
5. I suggest we start with the Community Engagement Committee this spring and work towards establishing the Land Use Advisory Committee in the fall. We do not have sufficient staff resources to start both at the same time given other Strategic Plan commitments that are in progress.

1. Committee Purpose:

To represent community interests in providing advice to the Board of Directors on matters related to improve the engagement of University Neighbourhoods residents at both the community and civic levels.

The Committee is to assist the Board in identifying and implementing initiatives that will improve the levels and effectiveness of resident participation in both community life and governance, with a view to contributing to the quality of life in the University Neighbourhoods.

2. Committee Mandate:

The Committee's mandate is:

2.1. To provide the Board of Directors with advice and assistance on matters relating to:

- Mechanisms to improve civic and community engagement in the University Neighbourhoods, with a view to improving participation in addressing neighbourhood issues, improving the understanding of the structure and limitations of the UNA's governance mandate; and,
- encouraging residents of the University Neighbourhoods with the appropriate skills to get involved in Community Advisory Committees and Working Groups.

2.2. To work with the Board and staff to advise and assist with:

- The recruitment and organization of residents with the appropriate expertise who are interested in participating in Community Advisory Committees and Working Groups to address specific challenges facing the UNA Board;
- Finding ways to improve community engagement between the Board and University Neighbourhoods residents;
- Finding ways to improve the level of civic engagement of residents in the governance of their community;
- Finding ways to encourage and improve the levels of resident participation in community life;
- The delivery of specific programs, including assistance with organizing Working Groups of volunteers who are interested in participating in the delivery of programs to University Neighbourhoods.

3. Committee Composition and Skills Requirements:

3.1. Composition and Size:

- The Committee will be comprised of four Resident Members. Priority will be given to Resident Members who have experience and qualifications related to one or more of the "Skill Requirements" outlined below.

- The Committee will also include one Board Director to act as Chair and one additional Board Member. A staff liaison person and a recording secretary will be appointed to act as staff support.
- The Committee may invite staff from UBC to participate in the meetings on an as required basis.
- This is a volunteer Committee that will serve without compensation.

3.2 Skill Requirements:

The UNA is seeking residents with a variety of experience and qualifications for this Committee, including four residents with experience and qualifications specific to community development and consultation, including:

- Designing and delivering community engagement and consultation programs;
- Experience in delivering the various techniques for community engagement in the community;
- Working with Boards and administrations in improving their effectiveness in dealing with community engagement and consultation processes.

4. **Chair and Vice-Chair:**

4.1. Chair:

- The Chair will be a member of the Board of Directors. The Chair's primary duties are to provide direction to and assist the Committee in achieving its Mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
- The Committee Chair will be appointed by the Board for a two-year term, which may be decreased or extended at the discretion of the Board.

The Chair shall not have a vote, and in the case of an equality of votes, the resolution will be deemed to have lost on a tie vote and will be reported as such in the minutes of the meeting.

4.2. Vice-Chair

- The Vice-Chair will be elected by the Committee from the Committee membership and may vote.
- The Vice-Chair will be elected annually, and their terms may be extended at the discretion of the Committee.

5. **Length of Term and Timing of Appointments:**

5.1. Timing:

5.1.1. Advisory Committees: Appointments to Committees will be made on an annual basis at a consistent, pre-determined time to be set by the Board. Given that Committee positions need to be advertised, and members selected by the Board, it is more efficient for both the Board and for those individuals interested in joining a Committee if the application timeframes are predictable.

5.1.2. Working Groups: These groups are created on an ad hoc basis when needed. The Board will determine at the time they are created whether or not to advertise for members on an ad hoc basis or wait for the annual recruitment process.

5.2. Length of Term:

5.2.1. Advisory Committees: Appointments are for two-year terms. It is likely that there will be some attrition of Committee members before expiry of their terms, but the annual appointment process should allow for timely replacement of vacancies.

5.2.2. Working Groups: The term of these groups is established at the time of their creation. It may be a set time, or the working group may be terminated upon the completion of a specific task. On a complex issue requiring research or some community consultation, the Working Group will be requested to provide a work program to the Board for its approval. The Work Program will set out the proposed timeframe and any budget requirements.

6. Meeting Procedures:

6.1. Meeting Location:

Meeting locations are determined by the Chair and Executive Director, but will typically be held within the University Neighbourhoods, at a Community Centre.

6.2. Meeting Schedule:

6.2.1. Community Advisory Committees: Meetings will be regularly scheduled as determined by the Committee.

6.2.2. Working Groups: Meetings will be scheduled by the Chair to meet the timelines and requirements of the specific Working Group terms of reference set by the UNA Board.

6.3. Chair and Vice-Chair:

- The Chair will set the agenda in consultation with the Committee members, conduct the meetings, and ensure that the minutes are recorded and reported to the Board.
- In the Chair's absence, the Vice-Chair will conduct the meeting, and liaise with the Chair to ensure the minutes are reported to the Board.

6.4. Agendas and Minutes:

The Chair will set the agenda, with input from the Committee members, and ensure that the minutes are recorded. The minutes will reflect the subjects discussed; key points raised by the Members; all resolutions made by the Committee for referral to the Board, with a brief rationale for the recommendation; and a record of the vote (see 6.6).

6.5. Rules of Procedure:

The Committee will generally conduct its business in accordance with the "Board Procedures Policy" used by the UNA Board of Directors, and in accordance with the UNA Bylaws.

At the same time, the Committee should offer a comfortable forum for University Neighbourhoods residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.

In all cases, Committee members are expected to participate in a respectful, constructive manner with their fellow members of the Committee, and in a manner that permits all of the members to voice their comments.

6.6. Voting:

Resolutions are to be voted upon by a show of hands.

The minutes of committee meetings are to provide a record of the number of votes (not the names of individuals) for and against any proposed motions. It is helpful to the Board to have a sense of the range of views on a committee.

6.7. Quorum:

Quorum will be achieved when a majority of the voting members on the Committee are in attendance. If quorum is not achieved within 30 minutes of the anticipated start of the meeting, it will be deferred to the next regularly scheduled time, unless the Chair calls a special meeting.

7. Committee Operations:

7.1. Advice to the Board:

- The fundamental role of the Advisory Committee is to provide advice to the Board of Directors on matters that the Board has referred to the Committee.
- The committee may bring to the Board's attention emerging issues or concerns it has identified that is within its mandate and seek the Board's approval to review and recommend action on those issues.
- The committee does not make decisions on behalf of the UNA Board; it does decide on the advice they are prepared to recommend to the Board.
- A key role of the Chair is to ensure that the Committee's advice is taken forward to the Board, and to report back to the Committee on any action taken by the Board on its recommendations.
- The Chair will rely on the recording secretary assigned to the Committee to prepare the draft minutes for its review; staff will then put the draft minutes on the agenda of the next, upcoming Board meeting for discussion.

7.2. Staff Support:

7.2.1. Administrative:

A recording secretary will be assigned to each Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

7.2.2. Staff Liaison and Professional / Technical Support:

- A staff member will be assigned to each Committee to act as a liaison between the Committee and the Administration and provide technical support.

- Staff will be available to the Committee to provide advice and information for their respective Departments. However, the Committee must not delegate work assignments to the staff. Any work assigned to staff in support of studies or activities must be approved by the Board.

If the Committee does not feel the work is sufficient to warrant a request to the Board, the request should be raised with the Executive Director.

7.3. Appointment and Removal of Committee Members:

Committee Members are appointed by the UNA Board of Directors and may be removed at the discretion of the Board.

7.4. Community Consultation and Engagement:

The Committee should take the opportunity to hear from residents who wish to speak to it on a specific issue. However, Community Advisory Committees or Working Groups should not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities, without the specific authorization of the Board.

The Committee represents an opportunity to help make the community aware of what the Board is working on, and what the issues are in the community. The UNA will seek ways of assisting in this “outward communication”, such as through updates on

Committee work on the website and in the newsletter, or through other options that may be identified by the Community Engagement Committee.

7.5. Meetings Open to the Public and In Camera:

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the UNA Board of Directors, as set out in the “Board Procedures Policy”.

Committee meetings should not generally need to go In Camera and should only do so at the direction of the Chair. In Camera meetings are reserved for those matters set out in the Board Procedures Policy.

7.6. Work Programs and Budgets:

Most Committees will not need to be concerned with work programs and budgets. If a Community Advisory Committee or Working Group is requested to undertake a study which involves budget requirements, it will be asked to submit a project work program and budget estimate for approval by the board.

7.7. Orientation and Training:

The UNA, through the Executive Director, will provide an orientation program for newly appointed Committee members. The orientation will include such matters as an explanation and clarification of the Committee’s mandate and requirements, such as those outlined in this term of reference; review the context of the UNA and how it works with UBC; and review the role and mandate of the Board of Directors.

7.8. Amendments to the Terms of Reference:

The Board will be undertaking a periodic review of the terms of reference of its committees and may adjust the terms of reference of a committee as part of that review or at other times as appropriate. Committee Member input will be sought at that time.

In addition, the Board is open to receiving suggestions to improve the terms of reference of committees from its members on an ongoing basis

DRAFT

1. Committee Purpose:

The purpose of the Land Use Planning Advisory Committee is to represent community interests in providing advice to the Board of Directors on matters related to land use planning and development in the University Neighbourhoods.

The Committee is to represent the interests of the University Neighbourhoods residents and improve the effectiveness of resident input on matters related to land use planning and development. The Committee will bring forward advice and recommendations to the Board of Directors, for their consideration and as part of their role as an advisory body to UBC's Board of Governors.

2. Committee Mandate:

The Committee mandate is to assist the UNA Board in an advisory capacity by submitting reports, advice, and recommendations to the UNA Board on matters relating to planning and development initiatives within the University Neighbourhoods' mandate. Areas of interest may include but are not limited to: transportation; community service levels; housing affordability; urban design; neighbourhood plans; and UBC Land Use Plan reviews and amendments.

Note: Land Use Planning authority on UBC lands ultimately rests with the Province of BC regulated through the UBC Land Use Plan.

3. Committee Composition and Skills Requirements:

3.1. Composition and Size:

- The Committee will be comprised of six Resident Members who are not UNA board members with the exception of the Chair. Four of the Resident Members are to have experience and qualifications related to one or more of the "Skill Requirements" outlined below.
- The Committee will include one appointed UNA Board Director to act as Chair, and an appointed UNA staff liaison person. A recording secretary will also be appointed by UNA staff to act as staff support.
- The Committee may invite UBC to participate in the meetings on an as required basis.
- This is a volunteer committee that will serve without compensation.

3.2. Skill Requirements:

The UNA is seeking residents with a variety of experience and qualifications for this Committee, including four residents with experience and qualifications in one or more of the following:

- Land use; urban planning, development, architecture;
- Policy planning;
- UBC land use planning context;
- Citizen engagement and communication;

4. Chair and Vice-Chair:

4.1. Chair:

- The Chair will be a member of the Board of Directors. The Chair's primary duties are to provide direction to and assist the Committee in achieving its Mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
- The Committee Chair will be appointed by the Board for a two-year term, which may be decreased or extended at the discretion of the Board.

The Chair shall not have a vote, and in the case of an equality of votes, the resolution will be deemed to have lost on a tie vote and will be reported as such in the minutes of the meeting.

4.2. Vice-Chair

- The Vice-Chair will be elected by the Committee from the Committee membership and may vote.
- The Vice-Chair will be elected annually, and their terms may be extended at the discretion of the Committee.

5. Length of Term and Timing of Appointments:

5.1. Timing:

5.1.1. Advisory Committees: Appointments to Committees will be made on an annual basis at a consistent, pre-determined time to be set by the Board. Given that Committee positions need to be advertised, and members selected by the Board, it is more efficient for both the Board and for those individuals interested in joining a Committee if the application timeframes are predictable.

5.1.2. Working Groups: These groups are created on an ad hoc basis when needed. The Board will determine at the time they are created whether or not to advertise for members on an ad hoc basis or wait for the annual recruitment process.

5.2. Length of Term:

5.2.1. Advisory Committees: Appointments are for two-year terms. It is likely that there will be some attrition of Committee members before expiry of their terms, but the annual appointment process should allow for timely replacement of vacancies.

5.2.2. Working Groups: The term of these groups is established at the time of their creation. It may be a set time, or the working group may be terminated upon the completion of a specific task. On a complex issue requiring research or some community consultation, the Working Group will be requested to provide a work program to the Board for its approval. The Work Program will set out the proposed timeframe and any budget requirements.

6. Meeting Procedures:

6.1. Meeting Location:

Meeting locations are determined by the Chair and Executive Director, but will typically be held within the University Neighbourhoods, at a Community Centre.

6.2. Meeting Schedule:

6.2.1. Community Advisory Committees: Meetings will be regularly scheduled as determined by the Committee.

6.2.2. Working Groups: Meetings will be scheduled by the Chair to meet the timelines and requirements of the specific Working Group terms of reference set by the UNA Board.

6.3. Chair and Vice-Chair:

- The Chair will set the agenda in consultation with the Committee members, conduct the meetings, and ensure that the minutes are recorded and reported to the Board.
- In the Chair's absence, the Vice-Chair will conduct the meeting, and liaise with the Chair to ensure the minutes are reported to the Board.

6.4. Agendas and Minutes:

The Chair will set the agenda, with input from the Committee members, and ensure that the minutes are recorded. The minutes will reflect the subjects discussed; key points raised by the Members; all resolutions made by the Committee for referral to the Board, with a brief rationale for the recommendation; and a record of the vote (see 6.6).

6.5. Rules of Procedure:

The Committee will generally conduct its business in accordance with the "Board Procedures Policy" used by the UNA Board of Directors, and in accordance with the UNA Bylaws.

At the same time, the Committee should offer a comfortable forum for University Neighbourhoods residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.

In all cases, Committee members are expected to participate in a respectful, constructive manner with their fellow members of the Committee, and in a manner that permits all of the members to voice their comments.

6.6. Voting:

Resolutions are to be voted upon by a show of hands.

The minutes of committee meetings are to provide a record of the number of votes (not the names of individuals) for and against any proposed motions. It is helpful to the Board to have a sense of the range of views on a committee.

6.7. Quorum:

Quorum will be achieved when a majority of the voting members on the Committee are in attendance. If quorum is not achieved within 30 minutes of the anticipated start of the meeting, it will be deferred to the next regularly scheduled time, unless the Chair calls a special meeting.

7. Committee Operations:

7.1. Advice to the Board:

- The fundamental role of the Advisory Committee is to provide advice to the Board of Directors on matters that the Board has referred to the Committee.
- The committee may bring to the Board's attention emerging issues or concerns it has identified that is within its mandate and seek the Board's approval to review and recommend action on those issues.
- The committee does not make decisions on behalf of the UNA Board; it does decide on the advice they are prepared to recommend to the Board.
- A key role of the Chair is to ensure that the Committee's advice is taken forward to the Board, and to report back to the Committee on any action taken by the Board on its recommendations.
- The Chair will rely on the recording secretary assigned to the Committee to prepare the draft minutes for its review; staff will then put the draft minutes on the agenda of the next, upcoming Board meeting for discussion.

7.2. Staff Support:

7.2.1. Administrative:

A recording secretary will be assigned to each Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

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- A staff member will be assigned to act as a liaison between the Committee and the Administration and provide technical support.
- Staff will be available to the Committee to provide advice and information for their respective Departments. However, the Committee must not delegate work assignments to the staff. Any work assigned to staff in support of studies or activities must be approved by the Board.

If the Committee does not feel the work is sufficient to warrant a request to the Board, the request should be raised with the Executive Director.

7.3. Appointment and Removal of Committee Members:

Committee Members are appointed by the UNA Board of Directors and may be removed at the discretion of the Board.

7.4. Community Consultation and Engagement:

The Committee should take the opportunity to hear from residents who wish to speak to it on a specific issue. However, Community Advisory Committees or Working Groups should not



Terms of Reference

become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities, without the specific authorization of the Board.

The Committee represents an opportunity to help make the community aware of what the Board is working on, and what the issues are in the community. The UNA will seek ways of assisting in this “outward communication”, such as through updates on Committee work on the website and in the newsletter, or through other options that may be identified by the Community Engagement Advisory Committee.

7.5. Meetings Open to the Public and In Camera:

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the UNA Board of Directors, as set out in the “Board Procedures Policy”.

Committee meetings should not generally need to go In Camera and should only do so at the direction of the Chair. In Camera meetings are reserved for those matters set out in the Board Procedures Policy.

7.6. Work Programs and Budgets:

Most Committees will not need to be concerned with work programs and budgets. If a Community Advisory Committee or Working Group is requested to undertake a study which involves budget requirements, it will be asked to submit a project work program and budget estimate for approval by the board.

7.7. Orientation and Training:

The UNA, through the Executive Director, will provide an orientation program for newly appointed Committee members. The orientation will include such matters as an explanation and clarification of the Committee’s mandate and requirements, such as those outlined in this term of reference; review the context of the UNA and how it works with UBC; and review the role and mandate of the Board of Directors.

7.8. Amendments to the Terms of Reference:

The Board will be undertaking a periodic review of the terms of reference of its committees and may adjust the terms of reference of a committee as part of that review or at other times as appropriate. Committee Member input will be sought at that time.

In addition, the Board is open to receiving suggestions to improve the terms of reference of committees from its members on an ongoing basis



Please review the highlighted changes below:

STRATEGIC PLAN 2019-2021

UNA GOVERNANCE

Explore opportunities to evolve governance to meet the changing needs of a growing population and community, including a review of the decision-making mechanisms of the UNA to ensure the organization can respond to community needs.

Strategy:

The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.

Goals:

- Review the bylaws and constitution
- Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate
- Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship



FINANCIAL SUSTAINABILITY

Explore opportunities to address the cost of core services to meet community needs, potential revenue generation, and the alignment of resource allocation with the mandate and identified priorities.

Strategy:

The UNA is financially sustainable over the long term.

Goals:

- Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks
- Review the reserves policy in partnership with UBC
- Continue to explore financial models with the University Neighbourhoods Liaison Committee

OPERATIONAL CAPACITY

Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.

Strategy:

The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.

Goals:

- Develop a professional development and compensation policy
- Create and implement metrics to measure service delivery
- Develop a robust IT platform that supports internal and external information exchange
- Align operations and allocation of resources with strategic priorities

COMMUNITY AND STAKEHOLDER RELATIONS

Identify and implement initiatives and processes to identify community needs and engage the community in ways that support the UNA's vision of being "the place people choose to live."

Strategy:

Improve civic engagement to support evidence-based decision making that is aligned with the UNA's mandate.

Goals:

- Develop more robust engagement tools to assess community needs
- Create feedback tools for residents and other stakeholders
- Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees
- Explore opportunities to enhance the relationship between the UNA and the UBC academic community.



On February 14th, 2019, the 2019/2020 Operating Budget, a discussion of budget highlights, and an overview of the UNA's current financial situation were posted to the UNA website.

We have invited Residents to provide comments and feedback until March 4th, 2019.

The Operating Budget and public consultation period were publicised in the February 15th UNA Newsletter.