



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** That the Board approve the October 20, 2020 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** That the Board approve the September 15, 2020 Minutes as circulated. 1

D. DELEGATIONS

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC RCMP Detachment Update – Sergeant Chuck Lan
2. Electoral Area A Report – Verbal Update – Electoral Area A Director, 5
Jen McCutcheon (Read: [Electoral Area Newsletter](#))
3. Campus and Community Planning Report – Senior Policy Planner, Celene Fung 14

F. REPORTS

1. Management Report – Chief Administrative Officer – For Information 18
2. Quarterly Work Plan Update – Chief Administrative Officer – For Information 25
3. SGM Voting Results Update – Chief Administrative Officer – For Information 34
4. Governance and Human Resources Committee Update – Chief Administrative 37
Officer

Recommendations:

- a. THAT the Governance and Human Resources Committee recommend that the Board retain Carole Jolly as a member of the UNA Governance and Human Resources Committee until the Terms of Reference of the committee are revised.
- b. THAT the Governance and Human Resources Committee recommend that the Board direct the Chief Administrative Officer to prepare a transition document for the Board with the aim of providing clarity with respect to board member role changes as they pertain to general structure, and specific committees.
- c. THAT the Governance and Human Resources Committee recommend that the Board appoint one new Resident Member as a Director as per Section 6.7 of the new UNA Bylaws, and that the Board ensure that any nomination process include broad awareness among the UNA Membership of gaps that the board



wishes to address with respect to specific skillsets and demographic representation, while at the same time acknowledging democratic principles.

- d. THAT the Governance and Human Resources Committee recommend that the Board continue with the appointment of Treasurer and Secretary positions, until the organization has received a report on the implications of their removal;

AND THAT the Board direct staff to create a policy for board consideration that looks at delegating the responsibilities of Treasurer and Secretary to staff as per Section 9 of the new UNA Bylaws.

- e. THAT the Governance and Human Resources Committee recommend to the Board that the UNA Bylaw Review Committee, the Neighbour's Agreement Negotiating Committee and the UNA Constitution Working Group be wrapped up and members be thanked for their participation.

5. Community Engagement Advisory Committee Reestablishment – 61
Communications Manager

Recommendation:

THAT the Board appoint a Director to Chair the Community Engagement Committee and one additional Board member to sit on the Committee.

AND the Board direct staff to recruit the four resident members as per Section 3.2 of the Community Engagement Committee Terms of Reference.

6. UNA Taxation Working Group, Terms of Reference – Director Holmes & 83
Director Mullen

Recommendation:

THAT the Board approve the attached Terms of Reference dated October 13, 2020 for the UNA Taxation Working Group.

7. Board Procedural Rules Working Group – Director Holmes – Verbal Update

G. UNFINISHED BUSINESS

1. UNA Treasurer and Secretary – Director Holmes

Recommendation:

THAT, if the proposed UNA Bylaws are approved at the September 30, 2020 Special General Meeting, the Board not appoint a Treasurer when Director Album ceases to be Treasurer.

H. NEW BUSINESS

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: October 20, 2020

Time: 5:30 p.m. (via Videoconference)

I. ADJOURNMENT

Recommendation:

That the Board adjourn into a Closed Session to discuss dealings with other entities or persons where disclosure of the information being discussed may compromise the relationship of the Association with them or its relationship with its stakeholders; matters related to legal advice and proceedings; plus human resources issues.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Carole Jolly
Terry Mullen

Jane Kang
Murray McCutcheon
Tor Album

STAFF:

Sundance Topham – Chief Administrative Officer
Andrew Clements – Recreation Manager
Wegland Sit – Operations Manager
Glenda Ollero – Communications Manager
Marta Mikolajczyk – Administrative Assistant

REGRETS:

Kalith Nanayakkara

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:30 p.m.

The Board Chair acknowledged that the meeting was held online, but regularly meets on the unceded traditional territory of the Musqueam people.

B. APPROVAL OF AGENDA

Motion: That the Board approve the September 15, 2020 Meeting Agenda as circulated.
Carried.

C. APPROVAL OF MINUTES

Motion: That the Board approve the August 4, 2020 Minutes, as circulated. **Carried.**

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Nobel Park Presentation

Grant Miller, Director of Planning: Development Services at Campus and Community Planning gave a brief overview of the Memorandum re Nobel Park Upgrades for UBC Women's Varsity Softball highlighting the permit process and address of resident concerns, and donor naming opportunity. No questions were offered.

Kavie Toor, Managing Director of UBC Athletics and Recreation outlined the presentation provided to the board, highlighting key benefits of the project such as meeting



an important gender equity initiative and increasing facility use and safety. Infrastructure funding and fundraising efforts were also outlined.

Questions regarding cost, field usage scheduling and construction timelines were addressed.

Director Kang joined the meeting.

2. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon provided a brief verbal update highlighting the upcoming UBC/UEL/UNA Virtual Town Hall on September 17, 2020, featuring Dr. Patricia Daly, the Chief Medical Officer for Vancouver Coastal Health, and David Eby the MLA for Vancouver Point-Grey.

3. Campus and Community Planning Report

Senior Policy Planner, Celene Fung was not present at the meeting. The board received the report for information, and no questions or comments were offered.

F. REPORTS

1. 1st Quarter Financials

The CAO provided an overview of the report, summarizing that UNA's financial health looked positive during the 1st Quarter, due to government funding offsetting the impact on recreational and cultural revenues.

Director Holmes noted that it would be preferred if the figures reflected actual quarterly amounts to actual quarterly amounts

The report was received for information.

2. Management Report

The CAO provided a brief overview of report, focusing on SGM planning, records management, Finance Manager recruitment and investigating resident noise complaints with respect to landscaping.

The board discussed jurisdictional responsibilities around landscaping generated noise complaints, and moved the following:

Motion:

That the staff further investigate the landscaping issue in light of UNA noise bylaw obligations and environmental concerns, and deliver a report with findings, as well as suggestions to improve the situation in the November 17, 2020 meeting.

Carried. (Director Mullen abstained)

The management team briefed the board on departmental undertakings, highlighting Covid-19 Safety Planning with respect to recreation activities, PerfectMind launch and operational progress, as well as Communications SGM preparations.

The report was received for information.

3. Governance and Human Resources Committee Update



a. Discrimination, Harassment and Bullying Policy Update

The Chair briefed the board on the proposed policy update. The CAO clarified that the updated policy reflects language contained in the UNA Employee Handbook with respect to the requirement of completion of UBC's Preventing and Addressing Bullying & Harassment online training course. The Chair moved the following:

Motion:

THAT the Board amend the existing Discrimination, Harassment and Bullying in the Workplace Policy #02-03 dated February 2014 with the attached updated Discrimination, Harassment, and Bullying in the Workplace Policy #02-03 dated September 2020.

Carried.

4. Board Procedural Rules Working Group

Director Holmes informed the Board that the Board Procedural Rules Working Group will present a comprehensive report at the October board meeting.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Rural Property Tax/Fire Services Charge

Director Holmes briefed the board on the mandate and steps of the proposed Working Group. Director Jolly suggested that a consideration to appointing a voting or non-voting UBC liaison be given when drafting the Terms of Reference. Director Holmes moved the following:

Motion:

THAT the Board appoint Directors Holmes and Mullen to work with the Chief Administrative Officer to undertake the following and report to the October 20, 2020 Board meeting:

(a) prepare a comparison, for the most recent year for which data is available, of

(i) the combined amount of rural property tax and police tax paid by owners of property in the UBC neighbourhoods and the amount of fire service charge paid by UBC to the provincial government

with

(ii) an estimate of the cost of the municipal-type services provided to residents of the UBC neighbourhoods that are provided by, or funded by, the provincial government;

(b) develop terms of reference for a working group whose mandate is to seek a reduction in the rate of rural property tax applicable to the UBC neighbourhoods, or a reduction in or elimination of the fire service charge (or both);

(c) recommend members for the working group; and



(d) develop a strategy for the working group and the Board to engage with the provincial government.

Carried.

2. UNA Treasurer and Secretary

Director Holmes outlined the incongruity between the legislatively prescribed and UNA practiced governance/operational roles of Treasurer and Secretary. The board discussed the risk implications of removing the board appointed roles. Director Jolly moved that the vote for the proposed recommendation be deferred until the October 20, 2020 meeting:

Motion:

THAT the vote on the proposed recommendation stating:

THAT, if the proposed UNA Bylaws are approved at the September 30, 2020 Special General Meeting, the Board not appoint a Treasurer when Director Album ceases to be Treasurer.

Be deferred until the October 20, 2020 meeting.

Carried.

I. ADJOURNMENT

Motion:

That the Board adjourn into a Closed Session to discuss dealings with other entities or persons where disclosure of the information being discussed may compromise the relationship of the Association with them or its relationship with its stakeholders; matters related to legal advice and proceedings; plus labour relations and human resources issues.

Carried.

The meeting adjourned at 7:23 p.m.

The Board moved to a Closed Session.



October
2020

Director's Report

Dear UBC/UEL/UNA Neighbours,

I trust that your fall is off to a good start. The return to school for our children has brought some sense of normalcy to our September, but the wildfires coupled with the pandemic and the ongoing drug overdose crisis have also had me wondering what else 2020 will throw at us.



5000+ riders crossing the Lion's Gate bridge during the September, 2019 Whistler Gran Fondo
(image: Whistler RBC Gran Fondo)

On the topic of wildfires, I coincidentally had the chance to travel from Vancouver up to Whistler on the first Saturday of September in both 2019 and 2020. The experiences could hardly have been more different. Last year's experience was one I won't soon forget. I rode my bike as part of the Whistler Gran Fondo bike race. During this event, the Sea to Sky highway is closed to cars, and about 4,000 bikers get a great work out, while enjoying car-free, stunning views of the route from Vancouver up to Whistler. For me, that day brought an intense feeling of being fully alive and invigorated. I distinctly remember how crisp and clear the mountains looked, and how lucky I felt to live in this beautiful area.

This year's journey up the same highway was a stark and sobering contrast. I snapped the picture to the right from the Lion's Gate bridge, looking north at the North Shore mountains, which were completely obscured by the smoke. As we drove (our carbon-burning car) up to Whistler, I noticed that my kids were awfully quiet in the back seat. When I asked if they were OK, my son responded in a very somber voice, "I hate what humans are doing to our planet."

It scares me to think about extreme weather events such as these fires becoming more and more common as the impacts of climate change not only continue but accelerate in frequency and duration. I lay awake that night feeling a heavy burden of responsibility. The burden of a mother wondering what my children's world will look like when they are my age, the burden of someone who now has a seat – a small seat, but a seat none the less – in local government, and the burden of a citizen in a society where we are consuming more than 1.6 times the resources than our earth can regenerate. In each of these roles, I feel the inertia of the status quo: citizens and corporations won't necessarily change their behaviours until government policies are far stricter, but governments struggle to make major changes unless citizens are crying out louder than



Crossing the Lion's Gate Bridge during the wildfire smoke of September, 2020



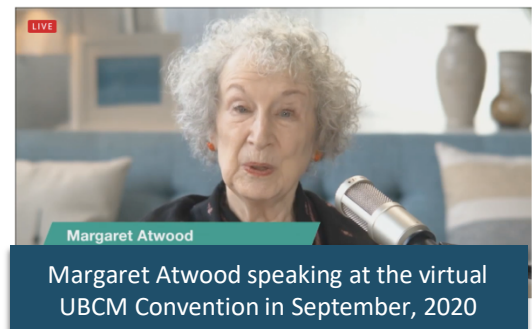
the individuals and industries that benefit most from the status quo. If we want our governments to act – whether on climate action, homelessness, housing affordability, the overdose crisis, or any other issue that you care about, we need to let our elected representatives know. You can make your thoughts known in a number of ways, including and not limited to: writing letters to leaders at all levels of government from local to national, applying as a delegation to decision making bodies, questioning candidates in the election campaign about what they would do about specific issues, or starting petitions to let leaders and neighbours know what issues are important.

Until I started serving as your elected official at Metro Vancouver and TransLink, I didn't really think letters or delegations would do anything. While they may not solve our worlds complex issues, I do know that they get heard. It is the old adage "the squeaky wheel gets the grease." If we as citizens don't stand up for the things we care deeply about, politicians have a harder time pushing through policies that align with these issues. I am not suggesting that government can't just go ahead and make these changes, but each decision results in "winners" and "losers," and if those who will be negatively impacted by policies are lobbying and speaking up louder than those who are in favour of a policy, it certainly is harder to get buy in.

So, this is your call to action. If this year has you feeling down – whether because of the crises of climate, economy, health, housing, or any other issue you feel passionate about, make a plan to get more involved. If your plan involves local government, please reach out and I can try to help you navigate the system.

I'd like to close with some words of wisdom from one of Canada's greatest literary heroes, Margaret Atwood. I had to privilege of hearing her speak at this year's (virtual) Union of BC Municipalities (UBCM) convention in September.

At one point, she spoke about the importance of maintaining one's sense of hope despite all the craziness going on around us. I'll end with her advice to us on the topic of hope:



"I always have hope because what is the point in not having it. Without hope, you think 'I'm not going to exert myself' ... There is always hope, it is an innate human quality. Let's try not to snuff it out. Without hope you don't act, with hope you do." – Margaret Atwood, 2020

Wishing you a healthy and hopeful October,
Jen McCutcheon. (areaaajen@gmail.com)



Updates from Dr. Daly, Chief Medical Officer for Vancouver Coastal Health at the recent Virtual Town Hall

Thank you to all residents and special guests who were able to join us for the third UBC/UEL/UNA Virtual Town Hall on September 17. We were very fortunate to receive a comprehensive update from Dr. Patricia Daly, the Chief Medical Officer for Vancouver Coastal Health, which is one of five health regions in the province, and the one that we are part of. If you would like to hear the audio recording, you can do so here. Dr. Daly's update starts at the 7:30 mark of the meeting.

Direct Link to Audio File: [September 17 2020 UNA/UBC/UEL Third Virtual Town Hall Meeting \(mp3 audio file\)](#)



Please stay tuned for my next engagement session, which will focus on healthy and complete communities. The panel will include Andy Yan, Director of SFU's City Program, senior Regional Planning staff from Metro Vancouver, and VP Michael

White from UBC's Campus and Community Planning. This session's panel of experts will help us understand best practices in planning and allow us to articulate what factors we would prioritize for the future of our communities. This includes addressing factors such as affordability, livability, greenspaces, and access to amenities. We will also hear from UBC about their vision and plans for development of the area, and then have time for discussion and questions for our panelists.



Thank you, Dr. Daly, for providing such a comprehensive public health summary at our most recent Town Hall
(image: VCH)

Crosswalk on East Mall at Eagles Drive



One of the questions raised at the September Virtual Town Hall was to UBC about the status of traffic calming measures on East Mall at Eagles Drive (across from the UBC Tennis Centre). There have been a number of concerns raised about the speed with which some cars drive down East Mall, and then number of children (and adults!) that try to cross East Mall at Eagles Drive. Michael White, UBC Vice President for Campus and Community Planning, followed up, stating that upgrades to this intersection are still planned for this

fall. Improvements to the existing crosswalk will involve traffic calming and curb bulges to improve the pedestrian experience and safety at East Mall and Eagles Drive.

Specifically, there will be speed humps approaching the crosswalk to help reduce travel speeds approaching the crosswalk, but the crosswalk itself will not be raised. Curb bulges will be placed at the crossing to reduce the crossing distance and exposure time for pedestrians crossing. The intersection will also have flashing lights with the crosswalk signs, similar to the lights on the 16th Avenue.



East Mall (at Eagles Dr.) crosswalk slated for safety upgrades this fall



Community Updates

This section aims highlight awesome community initiatives. Please send me your ideas about people who are going out of their way to make our neighbourhoods even better. I know there are lots of examples, and I'd love to hear from you about some of them (email me at areaajen@gmail.com)

This section really is my favourite one to write, and this month features a particularly lovely story about two of our youth with big hearts. Instead of me telling their story, I'll start with the boys' version. Holden Wouters and Mathias Vangsgaard wrote the letter below to health workers at UBC/UNA's Tapestry Seniors' Residence, as well as Amica in Vancouver. These residences were chosen because the boys had a grandmother and great aunt in these residences.



Dear Healthcare workers,

Our names are Mathias and Holden. We are 9 & 10 and going into fifth grade. We are lucky kids. We don't have to worry about money. We get three nutritious meals a day. We get to play lots of hockey. And we are healthy. But lots of other people are not so lucky.

Our parents asked us what we could do to give back to our community over the summer. We could have just donated to charity, but we started thinking a lot about seniors who are not allowed to have visitors or leave their retirement homes because of COVID, and about the health care workers who keep them safe.

With the generous support from friends, family, and businesses in our community (and our parents), we put together 44 care baskets for seniors and 175 food bags for support workers at two retirement homes, including Tapestry at Wesbrook.

Health Care Workers - thank you for all that you have done and continue to do to help our family and so many others!

From, Mathias and Holden



Isn't that beautiful? I reached out to staff at Tapestry to hear their response to the efforts made by the boys, and Natalie Wallace, Wellness Supervisor at Tapestry at Wesbrook stated that:

"The employees at Tapestry at Wesbrook Village were blown away by the generosity of Holden and Mathias. Their thoughtfulness behind the initiative was very kind, and the meal was delicious! They generously provided the ingredients to make a delicious meal, along with the recipe. This act of kindness was very appreciated by all the employees."



Left: Holden and Mathias dropping off care packages at UBC's Tapestry Residence

Right: 175 food bags and 44 care packages ready for distribution to healthcare workers and seniors.

Images from Angelique Blunk



Mayors' Council on Regional Transportation Updates

Safe Restart Funding

On Sept. 18 the federal and provincial governments announced Safe Restart funding relief supporting TransLink, BC Transit and BC Ferries.

TransLink CEO, Kevin Desmond, said, "We very much welcome today's transit funding announcement and thank our provincial and federal government partners for providing this vitally important funding relief. The \$644 million package will greatly assist TransLink by covering the substantial net revenue losses we are currently incurring as a result of the COVID-19 pandemic. The funding also allows us to continue our enhanced public health and safety measures on transit and ensures that we can maintain a state of good repair across our region's transportation network – including transit, roads, bridges, and active transportation infrastructure to support pedestrians and cyclists."

[More info here](#)



TransLink CEO, Kevin Desmond speaking about the Safe Restart Funding



Fall Service Changes

On Sept. 7, TransLink reallocated service to the bus routes that need it the most. These changes are made four times a year to reflect changes in demand and deliver more service to help customers get around the region.

Changes made to bus routes serving the UBC area:

- 14 Hastings / UBC
- 25 Brentwood Station / UBC
- 44 UBC / Downtown
- 68 UBC Exchange / Wesbrook Village

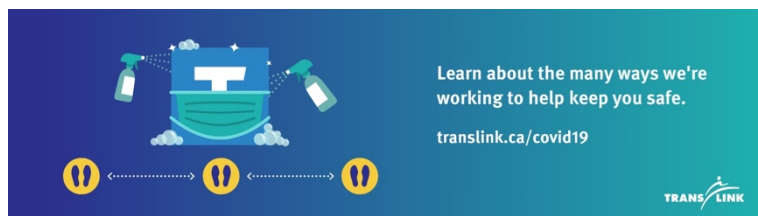
[Find the most up-to-date information about service changes here](#)



TransLink Safety Measures

Earlier this year, TransLink launched its Safe Operating Action Plan which outlines measures to keep Metro Vancouver moving safely as BC's economy restarts. In August, TransLink made it mandatory to wear a mask when

aboard transit vehicles. Customers will notice several other changes at stations and on vehicles designed to improve sanitation, promote physical distancing, and avoid overcrowding where possible.



"I applaud the safety measures and layers of protection put in place by TransLink, especially as more people return to work and school," said British Columbia's Provincial Health Officer Dr. Bonnie Henry. "By wearing a mask on transit, you are looking out for each other and demonstrating to those around you that you care about their health too." [Learn more about how TransLink is keeping the system clean for customers](#)

Monitoring Air Quality in Metro Vancouver

In addition to providing core services such as clean drinking water, solid and liquid waste removal, and managing regional parks, Metro Vancouver plays an integral role in monitoring and regulating the quality of our air.

On September 8, 2020, Metro Vancouver issued an air quality advisory for fine particulate matter (PM2.5) due to smoke from wildfires burning in Oregon, Washington and California. The advisory remained in place for 11 consecutive days before being lifted on September 19. (FYI this was not the longest advisory on record – that was a 14-day stretch in 2018).



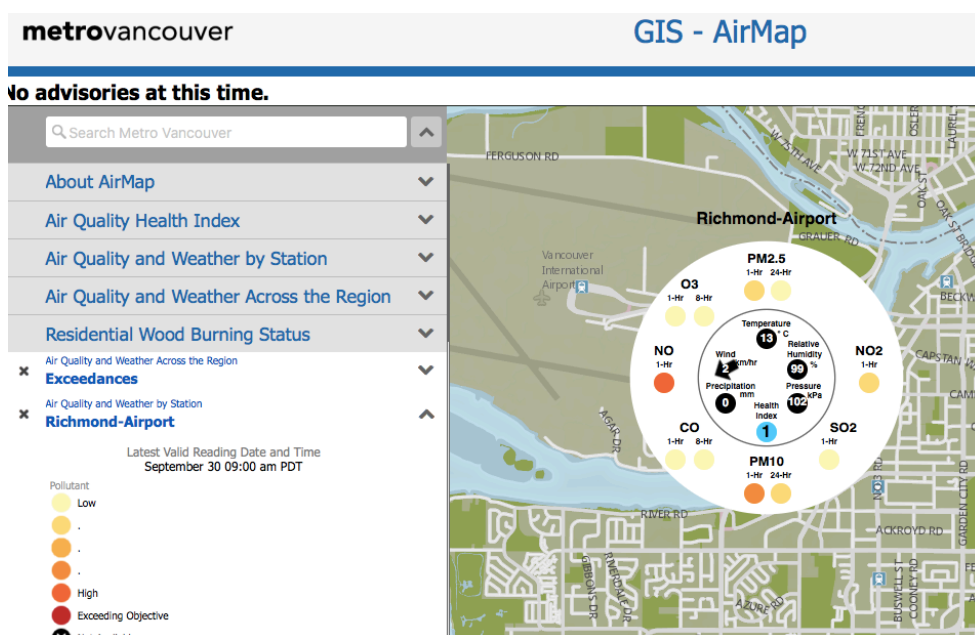
Metro Vancouver generally enjoys clean air, and monitoring data shows that overall levels of air contaminants continue to fall even as the region's population continues to grow. Metro Vancouver's 2020 Caring for the Air report outlines the state of the region's air quality in the prior year and highlights the work being done to improve and protect air quality.

<http://www.metrovancover.org/services/air-quality/AirQualityPublications/CaringForTheAir2020.pdf>

The 2020 Caring for the Air report was prepared during the early phase of the COVID-19 pandemic response. Next year's report will examine in detail how the public health response to COVID-19 affected air quality in Metro Vancouver and will contribute to discussions about resiliency and public health.

Climate change and air quality are strongly linked, since many major sources of greenhouse gases in the region are also major sources of health-harming air contaminants. Public and stakeholder consultation is currently ongoing on the [Clean Air Plan](#), which will be the next iteration of Metro Vancouver's plan to manage air quality and greenhouse gases in the region. (While the "official" end date for public comment is September 30, feedback will be accepted and considered after that).

Metro Vancouver's air monitoring network is one of the most comprehensive in the world. Our network includes 31 permanent stations and one mobile unit, which collect air data from Horseshoe Bay to Hope every hour of the day, seven days a week. During the smoky week here, I was checking the Metro Vancouver Air Quality map daily. You can find it here, and if you want more information, click on each of the pollutants to see hourly data. www.airmap.ca



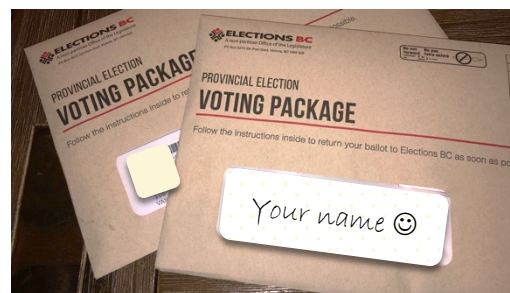


BC Elections

What does the BC Provincial Election mean for us?

As you may be aware, BC is now in the process of conducting a provincial election

For more information about provincial elections and how to vote, contact Elections BC at <https://elections.bc.ca>, or 1-800-661-8683. On these websites, you can find out more about how to sign up to mail in your vote or where to vote in person, as well as what dates advance voting will be available. You can also find out more about all BC political parties, here: <https://www.elections.bc.ca/docs/fin/Registered-Political-Parties-Information.pdf>.



Finally, [this news article](#) currently reports that the following candidates will be running in our riding (Vancouver Point Grey). The article will be updated as any candidacies are added or changed.

Mark Bowen (BC Liberals)

David Eby (BC NDP, incumbent)

Devyani Singh (BC Greens)

Having a democratic voice in deciding who will lead us is both a right and a responsibility. Please take the time to learn about BC's political parties and what they stand for, as well as about each of the three specific candidates running to represent us here in Vancouver Point Grey. For more contact information for all BC political parties, see here: <https://www.elections.bc.ca/docs/fin/Registered-Political-Parties-Information.pdf>.

Can I still contact our Member of the Legislative Assembly (MLA)?

As a result of the election being called, the legislature has been dissolved. This means that from now until the Oct. 24th election has concluded, ministers are still responsible for their portfolios (such as health or education), but we no longer have Members of the Legislative Assembly (MLAs). Within our riding of Vancouver Point Grey, this means that our previous MLA David Eby's office cannot schedule conversations to hear about local issues, do policy advocacy, community outreach, or connect us to Ministry staff.

I would like to take this opportunity to thank Minister Eby for his hard work to support residents of UBC and the UEL. I have brought a number of issues from residents to the attention of Minister Eby and his constituency office and have been impressed at how he and his team have addressed each concern. After listening to the issue at hand, he and his team have helped to brainstorm potential solutions, advocate for our communities in Victoria, or put me in touch with relevant ministers or staff to help address a concern.

The Vancouver Pt. Grey community constituency office will be available by phone, email and kiosk appointments in person for assistance with concerns such as MSP, BC Housing, and community referrals, and can be reached at 604-660-1297 or david.eby.mla@leg.bc.ca, where you will be connected with a Constituency Assistant. If you are looking for urgent assistance you can also connect directly to Service BC or BC211 (contact information below).



Links to provincial services:

To be connected toll-free to any BC Government Ministry or agency, please call Services BC at 604-660-2421.

For more information about COVID-19 programs and resources see: <http://www.gov.bc.ca/covid19>

To receive information about community supports or advocacy organizations, please call BC211 by dialing 211.

For more information about provincial elections and how to vote, contact Elections BC at www.elections.bc.ca or 1-800-661-8683

Links & Connections

Jen McCutcheon's Website

www.areaajen.ca

Jen McCutcheon's Facebook

www.facebook.com/AreaAJen

Metro Vancouver

www.metrovancouver.org

Mayors' Council on Regional Transportation

www.translink.ca

Union of BC Municipalities

www.ubcm.ca

University Neighbourhoods Association

www.myuna.ca

University Endowment Lands Administration

www.universityendowmentlands.gov.bc.ca

UEL Community Advisory Council

www.uelcommunity.com



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Celene Fung, Senior Policy Planner, Community Development,
Campus and Community Planning

To: UNA Board

Date: October 9, 2020

Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

The health and safety of the UBC community is a priority at all times. UBC follows the current COVID-19 guidelines as directed by the Provincial Health Officer, public health agencies, and the Ministry of Advanced Education, Skills and Training. For UBC COVID-19 updates see <https://covid19.ubc.ca/>.

Students, faculty, staff, or visitors are required to follow [UBC's COVID-19 Campus Rules](#) when on campus. UBC community members should assess themselves daily for COVID-19 symptoms, follow signage and floor markings when moving around campus, maintain physical distance wherever possible, ensure frequent hand hygiene, and wear a non-medical mask when indoors on campus.

Film & Events Notification

UBC continues to adapt its operations in response to COVID-19. Currently, some buildings are open for faculty, staff, and students. Events and programming may change. Updates will be provided as new information becomes available.

October

- Thursday, October 8th from 4:00 to 5:00 pm. **Soundings Exhibition Performance** will take place in a variety of outdoor areas, including the courtyard in front of the Music Building, the covered walkway between the Lasserre and Music buildings, and the courtyard between Belkin Gallery/Lasserre Building/Frederic Wood Theatre.
- Monday, October 12th. **Thanksgiving Day**. University closed.

November

- Wednesday, November 11th. **Remembrance Day**. University closed. Due to COVID-19, in-person Remembrance Day service is cancelled this year.
- Wednesday, November 25th. **UBC Graduation**. The ceremony will take place virtually. See <https://graduation.ubc.ca/schedule/>

Community Development

Harvest @ Home

This year, instead of the traditional Harvest Festival, the community is invited to celebrate the fall season from the comfort of their home. This cozy festive Harvest @ Home on-line event will take place in October. In partnership with UBC Food Services, the event will feature a Harvest-inspired recipe from UBC's Culinary Director and Executive Chef, David Speight. Home cooks can cook along with the video demo while those on campus will be able to get the dish for takeout at The Point Grill and Open Kitchen. Everyone will be encouraged to join the celebration by sharing photos and videos on the tag #myUBCharvest on social media for a chance to win groceries and a virtual cooking lesson with one of UBC's Executive Chefs! Visit <https://utown.ubc.ca/harvest> for the recipe and video.

Nature Club at the Beaty Biodiversity Museum

Beaty Biodiversity Museum's Nature Club is back! Starting this weekend, from October 10th to 11th, the Club's first feature will focus on fabulous fungi. The Nature Club offers monthly biodiversity activities for children ages 5 – 12 years old, accompanied by their families. This year, participation in the Club is being offered online or in-person, and includes exploration of a variety of topics with museum educators and special guests from the Pacific Museum of Earth and UBC. While everyone is welcome to participate, the Club is FREE for campus neighbourhood residents as well as families of UBC students, staff, and faculty. See the following link to register: <https://beatymuseum.ubc.ca/nature-club>.

Community Grants

UBC Community Grants supports the work of our community members by funding ideas for creating a more socially vibrant and connected community. The fall grant cycle is now accepting applications for project ideas that foster community connections from a distance. Grants up to \$1,000 are available to residents living on the UBC campus, the community of Musqueam as well as students, faculty, and staff members of UBC. Applications are accepted on a rolling basis until the grant cycle is completed on December 1st, 2020, or once funding is fully subscribed. Apply for a community grant at <https://utown.ubc.ca/communitygrants>

Lighting Design Contest – “What Lights You Up”

An overhead projector is a permanently installed in Money and Raymond M.C. Lee Square (between UBC Bookstore and the Robert H. Lee Alumni Centre). The projection system illuminates the ground with different light animations throughout the year. Community members will soon be able to contribute their creativity for animating the space through the “What Lights You Up?” design competition. UBC community members and artists of all ages, from kids to seniors will be invited to submit their original designs for a chance to win great prizes and have their designs projected onto Lee Square for all to enjoy. Stay tuned at <https://utown.ubc.ca>.

Engagement and Consultation

UBC Climate Emergency

Between February and June 2020, the Climate Emergency Task Force received input from nearly 4,000 students, staff, faculty, alumni, and community members across UBC Vancouver and Okanagan campuses and beyond. Following, the working groups with diverse representation from the campus community helped to synthesize the Engagement Report findings into strategic directions and recommendations as part of a Task Force Report. The Task Force Report will be presented to the Board of Governors in November. In parallel, staff will also present next steps in advancing the university's response to the climate emergency to the Board of Governors.

Learn more about the UBC's response to the climate emergency see <https://climateemergency.ubc.ca>
The Task Force Report and the next steps will be posted on this site next month.

Residential Environmental Assessment Program (REAP) Update

REAP is UBC's mandatory green building rating system and land use regulation that applies to residential buildings within UBC neighbourhoods. The proposed update to REAP (from version 3.1 to 3.2) will help advance UBC's sustainability and climate action goals. The update will enhance occupant health and increase the overall sustainability performance of UBC's residential buildings. The mandatory energy use target is proposed to remain at Step 2 of the Provincial Energy Step Code, as it has to be integrated with the outcomes of the Neighbourhood Low Carbon Energy Study, which is anticipated to be completed in 2022. After a period of public consultation, this REAP amendment update is expected to go to the Board of Governors in December.

The major changes in the REAP update include a proposed restructuring of the rating system which establishes eight key component areas: Energy & Emissions, Water, Biodiversity, Material & Resources, Climate Adaptation, Place & Experience, Health & Wellbeing, and Quality. To achieve UBC's Green Building Action Plan goals and targets and advance more sustainable building designs, new additions and updates to preconditions and optimization credits will be undertaken in each component area. New component areas such as Climate Adaptation will ensure the early adoption of climate readiness for buildings and mitigation of future risks, such as increased duration and intensity of heatwaves and rain events. The new Place & Experience component allocates credit point incentives for project-based community amenities that enhance social connections and support community development. In addition, the new Biodiversity component will reflect the provision and support of natural eco-systems services that improve air quality, site ecology, rainwater management, as well as the overall contribution to ecological and human health.

Vancouver Campus Plan Amendment - Proposed Site Use Change

Campus and Community Planning is currently seeking feedback on a proposed site amendment to the Vancouver Campus Plan (VCP) that will allow for a future academic building located at the corner of Agronomy Road and Wesbrook Mall. The VCP currently identifies this site as a future mixed-use hub, which would include student housing and academic uses.

The proposal to change the site use from a mixed-use hub (academic/student housing) to academic use is in response to the Faculty of Medicine's need for additional teaching, learning, and research space in the area. The location of this site is ideal for a new academic building because of its proximity to the concentration of other Faculty of Medicine buildings in the area. New sites for student housing will be identified across the campus as part of an upcoming comprehensive update to the VCP, anticipated to begin in 2021.

The public was invited to provide feedback on the proposed site amendment. The public consultation was held from September 21st to October 9th. The proposed site use change, including community feedback, will be presented to the UBC Board of Governors for approval in December 2020. Subject to approval, further planning for the Faculty of Medicine building will follow the standard capital project approval process. Learn more about the proposed site use change at <https://planning.ubc.ca/vancouver-campus-plan-amendment-proposed-site-use-change>.

Development Project Updates

For more information on development projects, please visit:
planning.ubc.ca/planning-development/projects-and-consultations

DP20020 BCR9 - Faculty & Staff Housing

On September 3, 2020, a development permit application was received for a faculty and staff apartment housing building on Lot BCR9 in Wesbrook Place. The site is east of the Evolve building located on Lot BCR8 at Gray Avenue and Wesbrook Mall. The proposed project is a 6-storey building with 144 residential units and an underground parking garage. A virtual public open house event was held on September 30, 2020, from 4:30 to 6:00 pm. The comment period for the project closes on October 7, 2020.

DP19016T-2, DP10023T-4, & DP07010-4 - Pollinator Gardens Amendments

On September 24, 2020, three development permit amendments were issued for the addition of pollinator gardens to the existing plots at Nobel Park Community Garden (DP07010-4), Hawthorne Community Garden (DP19016T-2), and Stadium Road Community Garden (DP10023T-4).

DP07010-3 - Nobel Park Softball Field Upgrades

On June 11, 2020, a development permit application was received for renovations to the softball diamond at Nobel Park. Proposed improvements include upgrades to the field surface and fencing, new covered dugouts, bullpens, safety netting, and space for temporary bleachers and washroom facilities. The public was invited to view the project on the Campus and Community Planning website. Feedback was received until July 24, 2020, with responses posted online. A virtual Development Permit Board meeting is scheduled for October 14, 2020, at 5:00 pm to review this project. Details on attending the online meeting are posted to the project's webpage.



Report Date: October 13th, 2020
Meeting Date: September 20th, 2020
From: Sundance Topham, Chief Administrative Officer
Subject: October Management Update

Background

The October 2020 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In September and early October, the main focus was preparing for our Special General Meeting, reviewing UNA financials in light of the impacts of COVID-19 and getting prepared for the upcoming budgeting process. I also spent a significant amount of time on Human Resources issues.

Some of the key areas that I worked on over the past month include the following:

Board Relations

- Attending Board and Committee meetings and supporting Board initiatives, including participating in the Joint Financial Task Force and UBC/UNA Quarterly meeting.
- Extensive work in relation to holding the September 30th, 2020 Special General Meeting.
- Preparations for implementing the new governance regime.
- Preparatory work for the Annual General Meeting.

COVID-19 Support

- Worked with management to create a longer-term plan for providing services during COVID.
- Worked with Finance to get a better understanding of short and long-term impacts of COVID.



Operations

- Preparatory work for an infrastructure assessment of UNA above-ground infrastructure (including recreation and cultural facilities).
- Provided support on sub-license agreements – including Bean Around the World contract negotiations.

Finance

- Participation in the Joint Financial Task Force with UBC – including providing input on the creation of the Five-Year Budget Model.

Risk Management

- Preparations for the transfer of insurance responsibilities to the UNA – including providing support to Operations as they attempt to secure new insurance for the organization.

Programs and Services

- Review of Records Management Request for Proposals.

Human Resources

- Job Description, Compensation Strategy and Salary Band Review.
- Review of existing policies – Started reviewing a Work from Home Policy.
- Participation in Respect in the Workplace training for Board and staff.
- Posting of Finance Manager position and related interviews.

Community Relations

- Responded to a number of resident questions and concerns – from concerns about translations offered, to reports of the dumping of construction waste.

RECREATION

COVID-19 Safety Training

All centres and facilities were closed as of March 17th, 2020 due to the COVID-19 pandemic. Slowly outdoor facilities began to open as Provincial Health Orders were relaxed and the restarting of operations began. The Wesbrook Community Centre (WCC) remains open for program participants and those with a scheduled appointment only. The Old Barn Community Centre is facilitating a YMCA before and after school program and remains closed to the public.

On September 10th, 2020 a UNA staff-wide safety training was delivered prior to the commencing of our fall programs on September 14th. This was the second staff-wide safety training that was delivered, which reviewed and emphasized the risk mitigation

framework that has been implemented, as well as specific policies and procedures that staff are required to understand. Our COVID-19 Safety Plan was updated to include the Outbreak Risk Mitigation plan which describes a procedure for dealing with a suspected COVID-19 case in our facilities.

Fall Programming

Fall programs began September 14th at the Wesbrook Community Centre. In total we will offer 74 courses including 50 in person programs and 24 virtual programs. Presently, 589 participants have registered for our programs and the department has achieved 77% of its forecasted revenue.

Fitness Centre Re-opening

A “soft launch” of our WCC fitness centre occurred on Monday, October 5th and remains bookable for current fitness centre members. The fitness centre at WCC is open from 8:30am – 8:30pm Monday to Friday with eight, 75-minute training blocks available. Each training block is separated by a 15-minute cleaning and transition time. Each day also includes three 20-minute, deep cleaning slots (11:15am – 11:35am, 2:20pm – 2:40pm & 5:25 -5:45pm).

Fitness centre members can book online one of these training blocks per day for their workout. Appointments can be made 24hrs in advance. Presently, the WCC fitness centre can accommodate a maximum of 10 members per time slot. Many policies and procedures have been adjusted to reflect the safe operation of this facility including entering and exiting procedures, limited washroom capacity (no showers), no spotting, no locker service, no large bags etc. Engineering controls such as re-arranging cardio equipment to accommodate a 2-5m distance between users and the installation of plexiglass barriers at the fitness attendant desk have been employed.

Initial feedback from fitness centre members has been positive and we expect to open membership options to new members soon. Weekend hours are anticipated for later in the fall, providing that this initial pilot opening runs effectively and staff capacity is adequate.

Personal training options are being re-instituted presently. Our personal trainers can accept clients at the WCC, 7days a week from 6:00am-8:00am.

Due to safety and capacity issues the Old Barn Community Centre (OBCC) Fitness Centre remains closed. We have received some feedback regarding the opening of this facility and staff is working to develop a gradual re-opening plan.

3rd Party Field User Groups

A considerable amount of time has been dedicated to the re-opening of our field booking services. Revising our legal agreement, ensuring that third party users are aware of the risks and liabilities from participating in field activities, as well as the PHO order around the maximum 50 person gathering limits, and the submission of contact tracing information are of key consideration. New signage is expected to be produced that clearly outlines entry and exiting procedures as well. It is expected that the UNA will resume field bookings by early November.

FINANCE

Budgeting

Budgeting work has started – with staff meeting to review initial budget scenarios. The budget will go to the Finance Committee in November and December, and come to the full board in December.

COVID-19 Revenue Impact

Further planning was undertaken by all UNA departments to forecast impacts on the 2020-21 UNA Budget in consideration of COVID-19.

Government Funding

As a not-for-profit organization, the UNA is eligible for federal assistance. Access to funding has allowed the organization to retain all permanent part time and full time employees, to continue work on strategic initiatives with reduced financial losses.

The CEWS government subsidy program has formally been extended to December 2020, with changed revenue loss requirements and subsidy calculations. The UNA is expected to remain eligible for funding, but at a reduced funding level.

The federal government has also announced that the CEWS program will continue through to next summer, but the details of the program haven't been released as of yet.

Joint Financial Task Force

The Joint Financial Task Force has restarted. A key component of this is an update of the Van Struth model, which includes projected residential and commercial services levy rates, inflation rates, property assessments, and the BC rural rate, among other factors. This model is used to determine the Services Levy for budgeting purposes.

2019-20 Audit

The annual audit by Johnsen Archer was finalized and has been posted on the UNA website.



OPERATIONS

PerfectMind Data Migration - Completed

Data migration from ActiveNet (The previous membership/registration system) to PerfectMind is completed as of October 2020.

Organization of Online Webinar and Meeting

The Special General Meeting (SGM) Townhall and the September SGM were hosted through Zoom Online Webinar. Zoom has proven to be invaluable for connecting our organization with the UNA residents and UNA members. The webinar service and its Q&A function had enabled us to share information across to large audiences quickly and effectively.

Joint Health and Safety Training

Members in the Joint Health and Safety Committee had received a full day training in the Pacific Safety Center in September 2020. A follow up First Aid training for staff is scheduled for a November offering.

COVID 19 Safety Plan - Ongoing

Following the guidance of the BC Centre for Disease Control, the UNA has put effective measures in place to reduce the risk of infection, such as:

- Physical distancing wherever feasible including scheduling workers to allow for physical distancing (Elimination)
- Physical barriers and Sanitization Station where feasible, eg. point of service at Front Desks (Engineering controls)
- Maximizing remote working arrangements and controlling occupancy (Administrative Control)
- Face Shields and Respirators where appropriate (Personal Protective Equipment)

The UNA will continue to monitor PPE supplies, reassess engineering controls, and re-evaluate the current safety plan as they are part of WorkSafe BC requirements.

The UNA Operations team is working closely with the Wesbrook Fitness Center Team in preparation for the re-opening of the fitness center in Wesbrook Community Centre.

Green Depot Reopening

Hiring is complete for the term Green Depot Attendant position – with the facility planned to re-open on Monday, October 26th.



COMMUNICATIONS

Special General Meeting

Work on the Special General Meeting (SGM) continued with Communications focusing on details of the townhall and SGM. We created the script and supporting presentation materials for the two meetings, designed the counting procedures for the voting, assisted in the two practice sessions, rolled-out online and print promotions, as well as coordinated staff on the day-of. We established multiple staff teams to organize the event including a Zoom team, election desk team, SGM help desk and voting/counting teams.

Physical distancing was observed by building in processes for voting from the beginning, observing room capacity limits, setting-up a distanced layout for the meeting, serving individually packaged meals, minimizing people onsite and consulting with the UNA Staff Joint Health and Safety Committee.

The feedback from the Board after the event and from the SGM staff team during our post-event meeting was very positive. Communications would like to thank the Board and staff for their hard work and cooperation, particularly, the team leads: Rocio Escalona, Brandon Perrett and Wegland Sit.

Program Guide Cover Concepts

Communications and the Program team met to discuss concepts for the covers of the UNA Program Guide for upcoming programming year (Winter, Spring/Summer, Fall 2021).

Support Ticketing System

We are currently planning on creating a ticketing system to help staff keep track of support requests. We have had a preliminary meeting with a vendor and will be hopping on a demo mid-October to try out the features of the platform. We are aiming to launch it in November. This supports the organization's ongoing efforts to shift services online.

Front Desk Support

Communications team and the Front Desk team have established regular bi-monthly meetings to help facilitate the flow of information that will be mutually beneficial for both teams.

UNA Gardens Map

We have engaged the help of a designer to create maps for our community gardens including the Children's Garden beside the Old Barn Community Centre.



Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

1. Andrew Clements, Manager of Recreation
2. Glenda Ollero, Manager of Communications
3. Wegland Sit, Manager of Operations

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: October 10th, 2020
Meeting Date: October 20th, 2020
From: Sundance Topham, Chief Administrative Officer
Subject: 2020-21 UNA Staff Work Plan – Second Quarter Update

Background

The 2020-21 UNA Staff Work Plan – Second Quarter Update is presented for information.

Decision Requested

For information

Discussion

The 2020-21 UNA Staff Work Plan was provided to the Board at the July 21st, 2020 meeting.

This update is comprised of the work that has taken place since then – and is up-to-date through until the end of September.

Two major items have dominated the staff work plan over this time – the first is COVID and the requisite effect that this had on operations – including the need to change major organizational processes and procedures, and the second is the governance work and planning for the Special General Meeting.

Financial Implications

The initiatives contained within the proposed work plan are funded through the 2020-21 approved budget. The ongoing COVID-19 situation is being closely monitored to ensure that any effects on our overall financial situation do not negatively impact our work plan. The Board is being updated regularly on this situation – and any proposed impacts will be highlighted and adjusted as required.

Any items that require an amendment to the budget will come to the Board for approval.

Operational Implications

None



Strategic Objective

The 2020-21 UNA Staff Work Plan moves forward all four of the Board's strategic initiatives:

1. UNA Governance
2. Financial Sustainability
3. Operational Capacity
4. Community and Stakeholder Relations

Attachments

1. Schedule A – 2020-21 UNA Staff Work Plan – Second Quarter Update.

Concurrence

1. Andrew Clements, Manager of Recreation
2. Glenda Ollero, Manager of Communications
3. Wegland Sit, Manager of Operations

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer

STRATEGIC PLAN 2019-2022

UNA STAFF WORK PLAN 2020-2021 – Second Quarter Update

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.		
<p>Strategy:</p> <p>The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.</p>	<p>Goals:</p> <p>Review the bylaws and constitution</p> <ul style="list-style-type: none"> • Support the Bylaw Review Working Group established by the Board of directors. • Support the Board on any changes to the bylaws and the <i>Neighbours' Agreement</i>. • With Board support plan and host a 2020 Extraordinary General Meeting (Special General Meeting) to present an updated bylaw and constitution to UNA members. <p>Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate</p> <ul style="list-style-type: none"> • Led by the Board with staff support as needed. 	<p>Progress:</p> <p>Review the bylaws and constitution</p> <ul style="list-style-type: none"> • The UNA held a Special General Meeting on Wednesday, September 30th, where a vote was held on the approval of the updated UNA bylaw and constitution. <p>Both the bylaws and constitution were approved by over 90 per cent of the members who voted.</p> <p>Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate</p> <ul style="list-style-type: none"> • Supporting the Board as needed.

	<p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Led by the Board with staff support as needed. 	<p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Supporting the Board through their various committees and working groups (Neighbourhood Liaison Committee, Quarterly Executive Committee, Joint Financial Task Force).
<p>FINANCIAL SUSTAINABILITY</p> <p>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.</p>		
<p>Strategy:</p> <p>The UNA is financially sustainable over the long term.</p>	<p>Goals:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> Create a five-year staffing and office space needs assessment. Participate in the UNA/UBC Joint Financial Task Force. Re-examine the print numbers and distribution of the UNA Program Guide. In conjunction with UBC undertake a condition assessment of UNA infrastructure. 	<p>Progress:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> Initial discussions underway for creation of five-year staffing plan. Office space needs assessment may require further discussion in regard to current and Future use of existing community spaces (Wesbrook, Old Barn). Participated in the restart of the UNA/UBC Joint Financial Task Force (JFTF). JFTF currently underway.

	<p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • With the Finance Manager and UNA Finance Committee, examine the reserves (both long and short term), with the goal of increased clarity in regard to reserve contribution levels, asset management planning and operational/capital roles and obligations. • Set timelines for review and revision of UNA reserve policies. <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Ongoing with UBC Neighbourhoods Liaison Committee 	<ul style="list-style-type: none"> • Program guide moved online due to COVID and need for flexible scheduling options. • Finalizing the scope of work for the condition assessment of UNA infrastructure. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • To be completed as part of the JFTF. <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • No progress. Initial conversations to take place as part of the JFTF.
<p>OPERATIONAL CAPACITY</p> <p>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.</p>		
<p>Strategy:</p> <p>The UNA has the administrative resources and processes in place to deliver mandated services and</p>	<p>Goals:</p> <p>Develop a professional development and compensation policy</p>	<p>Progress:</p> <p>Develop a professional development and compensation policy</p>

<p>support the work of the Board.</p>	<ul style="list-style-type: none"> • Continue work on salary bands and ensure current compensation model is transparent to staff. • Develop annual employee goal setting, performance metrics, annual performance reviews. • Formalize professional development policy and departmental allotment. • Investigate linkages with existing local government professional organizations (Local Government Management Association, Union of British Columbia Municipalities). <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Explore what metrics we would like to track and what is presently within our capacity to do so. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Update and initiate migration of UNA filing system to the cloud. • Archive ActiveNet data. • Develop a communication platform in MS SharePoint to support strata chairs and facilitate the exchanging of ideas, sharing of contractor information and collaboration between buildings. 	<ul style="list-style-type: none"> • Work continues on salary band and job description review. Plan to return updated documents to HR consultant this fall. • Management have received draft goal setting and performance review templates from our HR consultant. • Work on formalizing professional development policy continues. To be tasked to new Finance Manager. • Exploration of linkages with existing local government professional organizations (Local Government Management Association, Union of British Columbia Municipalities) is ongoing. COVID has diminished the value in the short-term – as scope of training/networking has been cut back. <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • No progress to date in regard to metrics for service delivery. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • No progress to date in regard to migration of UNA filing system to the cloud.
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	<ul style="list-style-type: none"> Identify and evaluate options for cloud-based accounting solutions offered by Sage. <p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> Create and implement a records management plan. Begin the creation of a standardized training manual online to ensure efficient training of new staff members. Continue to develop a business case scenario for the effective delivery of virtual programming. Initiate a general policy and internal procedure review. Index existing policies and procedures, identify policy gaps and create a list of missing policies and procedures. Initial Board input on Board Policies to be provided through Governance and Human Resources committee. 	<ul style="list-style-type: none"> A short-term contract has been issued for IT support – including archiving ActiveNet data. No progress to date in regard to developing a communication platform in MS SharePoint to support strata chairs and facilitate the exchanging of ideas, sharing of contractor information and collaboration between buildings. No progress to date in regard to identifying and evaluating options for cloud-based accounting solutions offered by Sage. <p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> Records management plan Request for Proposals issued. Currently negotiating with proponents to ensure the workplan meets organizational needs. No progress on the creation of a standardized training manual online to ensure efficient training of new staff members. No progress on developing a business case scenario for the effective delivery of virtual programming. General policy and internal procedure review underway. Indexing of existing policies currently being undertaken – Discrimination, Harassment and Bullying Policy updated. Work from Home Policy next in the queue.
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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."

<p>Strategy: Improve civic engagement to support evidence-based decision making that is aligned with the UNA's mandate.</p>	<p>Goals:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Launch a newsletter campaign to boost community newsletter distribution list. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Develop modular engagement kits for onsite events. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Review the Fletcher Report on committees and confirm whether the recommendations contained within the report are still valid. • Implement Community Engagement Advisory Committee in conjunction with a review of potential surveys, focus groups and other mechanisms to assess needs, demographics and identify gaps in 	<p>Progress:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • No progress on the launch a newsletter campaign to boost community newsletter distribution list. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Removed from work plan due to COVID implications. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • No progress in regard to reviewing the Fletcher Report on committees and confirming whether the recommendations contained within the report are still valid. • Community Engagement Advisory Committee to be restarted - in conjunction with a review of potential surveys, focus groups and other mechanisms to assess needs, demographics and identify gaps in
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	<p>light of the impacts of COVID-19.</p> <ul style="list-style-type: none"> • Create Land Use Advisory Committee. <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Led by the UNA Board of Directors. 	<p>light of the impacts of COVID-19.</p> <ul style="list-style-type: none"> • No progress in regard to creating Land Use Advisory Committee. <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Support the Board as needed.
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Report Date: October 2nd, 2020
Meeting Date: October 20th, 2020
From: Sundance Topham, Chief Administrative Officer
Subject: Special General Meeting Voting Results Overview

Background

The Special General Meeting Voting results overview is presented for information.

Decision Requested

For information

Discussion

The UNA held its Special General Meeting (SGM) on Wednesday, September 30th, 2020 from 7:00 pm to 9:00 pm.

Due to restrictions on community gatherings and to support physical distancing during the COVID-19 Pandemic, the SGM was convened through video conference, with members voting on the special resolutions either online or by proxy.

A total of 430 UNA Members voted at the SGM – either online or via Director Proxy. The breakdown of online versus proxy is as follows:

Online:	242
Proxy:	188

Total eligible voters were 5284. Total number of votes was 430 – for a voter turnout of 8.14%.

There were no non-Director proxies received. There were two spoiled bylaw ballots (one blank ballot and one double marked ballot).

The UNA has also received a small number of proxy forms via mail after the date of the SGM (seven to date). The forms needed to be received by the UNA before 4:30 pm on September 30th, and are invalid.

Results

Special Resolution A: Bylaws

BE IT RESOLVED, as a special resolution by a majority of not less than two thirds of the members who vote at the Special General Meeting of members of the Association, duly called and validly constituted, that the current set of Bylaws of the Association be repealed and replaced with the set of proposed Bylaws of the Association referred to in the notice of this Special General Meeting.

In Favour: **401**

Opposed: **27**

Total Votes: **428**

Percentage (2/3 or 67% is needed to succeed): **93.7%**

Outcome: Succeeds

Special Resolution B: Constitution

BE IT RESOLVED, as a special resolution by a majority of not less than two thirds of the members who vote at the Special General Meeting of members of the Association, duly called and validly constituted, that the current Constitution of the Association be repealed and replaced with the proposed Constitution of the Association referred to in the notice of this Special General Meeting.

In Favour: **407**

Opposed: **23**

Total Votes: **430**

Percentage (2/3 or 67% is needed to succeed): **94.7%**

Outcome: Succeeds

Financial Implications

None

Operational Implications

None

Strategic Objective

The Special General Meeting was directly related to the UNA Strategic Priority of UNA Governance.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Attachments

None

Concurrence

1. Glenda Ollero, Manager of Communications
2. Wegland Sit, Manager of Operations

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: October 13th, 2020
Meeting Date: October 20th, 2020
From: Sundance Topham, Chief Administrative Officer
Subject: Governance Committee Recommendations Synopsis

Background

The Governance and Human Resources Committee made a number of recommendations to the Board at their October 6th meeting. The recommendations – along with supporting information, are presented for Board consideration.

Decision Requested

- a. THAT the Governance and Human Resources Committee recommend that the Board retain Carole Jolly as a member of the UNA Governance and Human Resources Committee until the Terms of Reference of the committee are revised.
- b. THAT the Governance and Human Resources Committee recommend that the Board direct the Chief Administrative Officer to prepare a transition document for the Board with the aim of providing clarity with respect to board member role changes as they pertain to general structure, and specific committees.
- c. THAT the Governance and Human Resources Committee recommend that the Board appoint one new Resident Member as a Director as per Section 6.7 of the new UNA Bylaws, and that the Board ensure that any nomination process include broad awareness among the UNA Membership of gaps that the board wishes to address with respect to specific skillsets and demographic representation, while at the same time acknowledging democratic principles.
- d. THAT the Governance and Human Resources Committee recommend that the Board continue with the appointment of Treasurer and Secretary positions, until the organization has received a report on the implications of their removal;

AND THAT the Board direct staff to create a policy for board consideration that looks at delegating the responsibilities of Treasurer and Secretary to staff as per Section 9 of the new UNA Bylaws.

- e. THAT the Governance and Human Resources Committee recommend to the Board that the UNA Bylaw Review Committee, the Neighbour's Agreement Negotiating Committee and the UNA Constitution Working Group be wrapped up and members be thanked for their participation.

Discussion

A report was brought to the Governance and Human Resources committee on October 6th. The report summarized next steps required from a governance perspective now that the new UNA Bylaws and a new UNA Constitution have been approved.

The report highlighted the following items:

- Finalize insurance quotes (UNA and UBC Facilities insurance). We are still awaiting the final numbers – but the plan is to bring a report to the Board to approve the quotes and bind the insurance.
- File new Bylaws and Constitution with Province – Bylaws and Constitution are deemed in effect once the application has been submitted and filed. To line everything up these updated documents will be submitted and filed once the insurance is ready to be finalized.
- Complete signing of NA2020 and associated “side-letter” from UBC. NA2020 is to be signed by Board Chair and one other Director, and the side-letter, is to be signed by the Board Chair. Both documents have now been signed.
- Formalize the changing roles of the UBC-and AMS-appointed directors. Discussion as to what this looks like should take place.
- Increase the number of elected directors to six and appoint a director to fill the vacancy until the next election. The new UNA Bylaws note the following:
 - 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 5.2(d) for the next election of directors.
 - There is also an existing *UNA Board Appointment of Elected Director* policy (as attached) that in theory should be used to guide the process – but it doesn’t seem to fit with this particular situation. Elements of the policy could be used to help shape the process.
- Wrap-up governance committees and working groups that are no longer needed.
 - UNA Bylaw Review Committee
 - Neighbour’s Agreement Negotiating Committee
 - UNA Constitution Working Group
- Determine next-steps for the Finance Committee – as the Finance Committee Terms of Reference note a UNA Treasurer as a member. Will the UNA still have a Treasurer? If so, it will need to be someone other than a UBC Member.
- Confirm that the UBC Members are appointed by the UBC President and the AMS appointments are designated by the AMS President.



- Plan Annual General Meeting based on new outcome (no Director elections).

Financial Implications

None

Operational Implications

Moving the new governance documents forward will require staff involvement. Mostly from the Chief Administrative Officer – with support from the Operations Manager for insurance, and the Administrative Assistant for society filing. Planning the January Annual General Meeting will involve all key management and support staff.

Strategic Objective

Implementing the new Bylaws and Constitution ties in directly with the UNA Strategic Priority of UNA Governance.

Attachments

1. Schedule A - New UNA Bylaws 2020
2. Schedule B - UNA Board Appointment of Elected Director Policy – #01-7
3. Schedule C - UNA Board Standing Committee on Finance and Audit Terms of Reference

Concurrence

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer

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 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 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).

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 terminated or been revoked.

2.7 A member may not be disciplined or expelled.

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 2021 and in every third calendar year thereafter.

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

- (a) at least 14 days before the date set by the Board under Bylaw 5.2(b), 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 5.2;
- (b) 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 5.2(c);
- (c) set the deadline by which the Association must send ballots to members;
- (d) set the deadline by which completed ballots must be received by the Association, which deadline shall be
 - (i) after the Association's annual general meeting for the year,
 - (ii) before December, and
 - (iii) at least 21 days after the date set by the Board under Bylaw 5.2(c).

5.3 Only Resident Members may be elected as directors. A Resident Member seeking to be elected as a director must be nominated by no fewer than 5 other Resident Members. Nominations must be in writing and delivered to the Association's business office by the deadline for nominations set by the Board under Bylaw 5.2(b).

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

5.5 If, at any time after the close of nominations and on or before the date set by the Board under Bylaw 5.2(d), 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.

5.6 If Bylaw 5.5 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.

5.7 For each election – other than an election for which it can be determined in sufficient time that Bylaw 5.5 applies – the Association must send, by the date set by the Board under Bylaw 5.2(c), 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 statement provided by the nominee not exceeding 200 words;
- (c) a ballot; and
- (d) instructions for the completion and return of the ballot, including the date set by the Board under Bylaw 5.2(d).

5.8 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.

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

5.10 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 5.2(d). 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 5.2(c), and
- (b) ending at the end of the second Business Day before the date set by the Board under Bylaw 5.2(d)

shall be provided with the materials referred to in Bylaw 5.7 at the time of becoming a member, unless it has been determined that Bylaw 5.5 applies with respect to the election.

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

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

5.13 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 from among the nominees who receive the same number of votes shall be determined by lot using the method described in section 151(a) to (c) of the Local Government Act (as it read at the time of adoption of these Bylaws), administered by the person responsible for the conduct of the election.

5.14 If the method in Bylaws 5.12 and 5.13 for determining the elected nominees would or may, before the application of this Bylaw, result in more than 3 Directors who reside in a particular Local Area or Designated Building, the following provisions apply:

- (a) each nominee whose election would result in more than 3 Directors who reside in that Local Area or Designated Building is deemed to have received fewer votes than nominees who do not reside in that Local Area or Designated Building;
- (b) in applying (a), nominees shall be assumed to be elected one after the other, in accordance with the number of votes received (starting with the nominee who received the most votes); and
- (c) if the number of nominees, other than nominees with respect to whom (a) applies, is less than the number of positions to be filled, the remaining positions shall be filled by applying Bylaws 5.12 and 5.13 with respect to the remaining nominees.

5.15 For the purposes of Bylaw 5.14 (a), if

- (a) 2 or more nominees who reside in the particular Local Area or Designated Building receive the same number of votes,
- (b) the election of all those nominees would result in more than 3 Directors who reside in the particular Local Area or Designated Building, and
- (c) the election of some but not all of those nominees would not have this consequence,

the nominees with respect to whom Bylaw 5.14 (a) applies shall be determined by lot using the method described in section 151(a) to (c) of the Local Government Act (as it read at the time of adoption of these Bylaws), administered by the person responsible for the conduct of the election.

5.16 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 alternative 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 5.2(d) for the election, and
- (b) ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.2(d) 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 5.2(d) 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 November 30 of the year, to each person who was a Director at any time in the period beginning December 1 of the preceding year and ending November 30 of the year. The stipend is payable for service during that period.

6.12 The annual amount of the stipend for 2020 is \$6,271 for service as a director other than the Chair and \$9,406 for service as the Chair. The annual amount of the stipend for each subsequent year shall be determined by multiplying the annual amount of the stipend for the preceding year by the ratio of the Consumer Price Index for that preceding year to the Consumer Price Index for the year that is two years preceding. For this purpose, the Consumer Price Index for a year is the annual average all-items Consumer Price Index for the year for British Columbia, not seasonally adjusted, 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 in a calendar year for which the stipend is payable shall be determined by prorating the annual amount of the stipend for the year 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 Subject to Bylaws 8.2 and 8.3, the UBC Members may attend all Board meetings.

8.2 The Board may, by resolution, exclude the UBC Members 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, but only if the UBC Members are

- (a) informed in advance that they may be excluded,
- (b) given sufficient information of a general nature to ascertain the rationale for their potential exclusion, and
- (c) given the opportunity to provide any additional information that may be relevant to the Board's decision.

8.3 Unless permitted by the meeting chair, the UBC Members may not be present for the discussion of a motion to exclude them.

8.4 If UBC Members are not permitted to be present for the discussion of a motion to exclude them and the motion is adopted, the meeting chair shall inform the UBC Members of the decision and give them a brief summary of the reasons for their exclusion.

8.5 The UBC Members may participate in discussions at a Board meeting, except as otherwise decided by the meeting chair, acting reasonably.

8.6 Subject to Bylaw 8.7, the Association shall provide the UBC Members 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 the Chair (or a delegate of the Chair), reasonably believes that UBC will be adverse in interest to the Association and anticipates that a Board resolution excluding the UBC Members will be adopted. If the Board does not exclude the UBC Members from attending when the matter is considered, they shall be given the documents relating to the matter.

8.8 One UBC Member shall be permitted to attend and participate in meetings of the Association's committee that has responsibility for the formulation of the Association's annual budget. Except as otherwise directed by the Board, the UBC Member is permitted to share all budget-related information and Association financial reports with UBC employees and the Board of Governors of UBC, but only for the purposes of enabling UBC to exercise its rights and comply with its obligations under any agreement between the Association and UBC.

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.

Application means the bylaw alteration application in respect of the alterations to the Association's Bylaws authorized by special resolution passed at the first special general meeting held in 2020.

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 stipend payable in December 2020 to each Director and former Director shall be for the period beginning November 7, 2019 and ending November 30, 2020.

17.6 For greater certainty, the term of office of all persons who, immediately after the filing of the Application, continue to be Directors ends at the start of the first Board meeting after the date set by the Board under Bylaw 5.2(d) for the election of directors in 2021.

SUBJECT: UNA BOARD APPOINTMENT OF ELECTED DIRECTOR	
CATEGORY: ADMINISTRATION	POLICY #: 01-7

POLICY STATEMENTS

1. Public Notice

- a. Appointments will only be made following a public, General Meeting
- b. The UNA shall publish a 60-day advance notice of the meeting (3.2)
- c. The 60-day notice will include a call for nominations which must be supported by 5 members (5.8)
- d. Nominations will close 30 days before the General Meeting date (5.8)
- e. The UNA shall deliver written notice 21-days in advance of the meeting to members. The notice will include the candidate names. (3.3)

2. Term of office

- a. The appointment term shall be until the:
 - i. Next election as required by the by-laws or
 - ii. A by-election as determined by the Board
- b. A Board appointment will not disqualify the appointee from being a candidate at a future UNA election.

3. Public Meeting

- a. Board members must comply with by-law 6.2; quorum is the majority of Directors then in office, elected and appointed.
- b. The General Meeting must comply with by-law 4.4; quorum is 10 members in good standing who are present in person or by proxy.
- c. The appointment meeting will have an independent moderator.
- d. The moderator will determine the meeting code of conduct.

4. Public Interview

- a. Through the moderator, the Board will conduct an eight-question public interview of each candidate.
- b. During the public interview each candidate will answer the same questions.

- c. Questions may be answered verbally or in writing (for ESL candidates).
- d. Candidates may make closing statements, verbally or in writing.
- e. The Board will not put questions to the candidates.

5. Interview questions:

- a. The eight questions will be published 21 days in advance.
- b. All candidates will answer the same questions.
- c. Written answers will be submitted at the start of the meeting while verbal answers will be given during the meeting.

6. Candidate selection:

- a. The Board will adjourn to a separate room to discuss the interviews and select the candidate(s) by secret ballot.
- b. Each Board member will cast a single vote. The candidate with the most votes will be selected. In the case of equality, the Chair will have a second or casting vote as per UNA by-law 6.4.

RELATED POLICIES

N/A

APPROVAL HISTORY

ISSUED BY: Board of Directors	APPROVED BY: Board of Directors	DATE: May 2013
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TERMS OF REFERENCE

BOARD STANDING COMMITTEE ON FINANCE & AUDIT

1. Committee Purpose

To oversee the financial health of the UNA and make recommendations to the Board on management of the UNA's finances.

2. Committee Mandate

2.1. The Committee's mandate is to:

- Oversee the annual budget process and recommend approval of the annual budget to the Board;
- Oversee preparation of the monthly financial statements prepared by staff and advise the Executive Director and the Board on any significant variances or other issues;
- Review the annual financial audit of the organization and advise the Executive Director and the Board of any significant issues and recommended solutions;
- Make recommendations to the UNA Board on the use of Reserves;
- Make recommendations to the UNA Board on financial investments;
- Make recommendations to the UNA Board on improvements to financial management policies and practices;
- Review annually UNA's insurance coverage and recommend approval of the insurance program to the Board;
- Review these terms of reference on a regular basis and recommend change to the UNA Board, as appropriate; and
- Accept such other duties as the UNA Board may assign from time to time.

2.2. The Committee is an advisory committee to the Board; it does not have decision making authority.

3. Committee Composition

The Committee will be comprised of the UNA Treasurer and up to three Board members as recommended by the Board Chair to the Board for approval.

4. Chair and Vice Chair

The UNA Treasurer shall be the Chair and the incumbent to the position is automatically appointed as Chair. A Vice-Chair will be selected by the Board from among Directors appointed to the Committee.

5. Length of Term

The Board Chair will review Committee membership on an annual basis and make recommendations for changes to the Board, as appropriate.

6. Reporting

A report from the Committee will be a standing item on the Board Agenda, and the Committee Chair will report to the Board with an update on the Committee's activities.

7. Meeting Procedures:

7.1. 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 UNA bylaws. In those cases where the Board Procedures Policy does not apply or address an issue, the Committee will rely on Roberts' Rules of Order.
- 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.
- Meetings will be in closed session.

7.2 Agendas

- The Chair will set the agenda in consultation with the Committee members and the Executive Director, conduct the meetings, and ensure the minutes are recorded and reported to the Board.
- The agenda will be forwarded to Committee members at least three days before the meeting.
- The draft minutes will be forwarded to all members and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.

7.3 Meeting Frequency:

The Committee will meet monthly prior to each Board meeting or as agreed. Additional meetings will be scheduled at the call of the Chair.

8. Committee Operations:

8.1. Staff Support:

8.1.1. Administrative:

Secretarial support will be assigned to the Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

8.1.2. Staff Liaison and Professional / Technical Support:

The UNA Treasurer will act as a liaison between the Committee and the Administration.

9. Community Consultation and Engagement

Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.

10. Work Programs and Budgets

If the Committee requires resources such as staff or budget, the budget must be approved in advance by the Board, which will require submission of a work program and budget estimate for the project.

September 2019



Report Date: October 7, 2020
Meeting Date: October 20, 2020
From: Glenda Ollero, Communications Manager
Subject: Restarting the Community Engagement Committee

Background

The Community Engagement Committee needs to be restarted. This report summarizes the steps required to restart the Committee.

Decision Requested

THAT the Board appoint a Director to Chair the Community Engagement Committee and one additional Board member to sit on the Committee.

AND the Board direct staff to recruit the four resident members as per Section 3.2 of the Community Engagement Committee Terms of Reference.

Discussion

The Board of Directors had appointed a Director to chair the Community Engagement Committee in 2019, however, before any work could be started, the Director appointed had to step down from their duties.

As per the approved Terms of Reference of the Community Engagement Committee, the Committee will be composed of a Chair and one additional Board member, four residents, one staff liaison and a recording secretary.

The recruitment of the four residents will be based on Section 3.2 of the Terms of Reference and will be initiated by the assigned Chair and staff. We recommend a 6- to 8-week period of open community recruitment.

The inaugural meeting can be set once recruitment is concluded, with an election for the Vice-Chair of the Committee as an agenda item.

Meetings can be held through video/phone conference during the pandemic.

Financial Implications

A budget of \$2000 has been assigned to this Committee in the 2020-2021 budget. This budget includes costs for a professional minute-taker to record meetings.

Operational Implications

As per Section 7.2.2 of the Terms of Reference, a staff member will be assigned to the Committee to act as a liaison between the Committee and the Administration and to provide technical support. Staff will be available to the Committee to provide advice and information, 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 Chief Administrative Officer.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Community Engagement Committee Terms of Reference

Concurrence

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glenda Ollero'.

Glenda Ollero
Communications Manager

A handwritten signature in blue ink, appearing to read 'Sundance Topham'.

Sundance Topham
Chief Administrative Officer



Date: October 13, 2020
From: Bill Holmes and Terry Mullen
Re: UNA Taxation Working Group

Recommendation

That the Board approve the attached Terms of Reference dated October 13, 2020 for the UNA Taxation Working Group.

Background

At its September 15, 2020 meeting, the Board approved the following motion (the **Motion**):

That the Board appoint Directors Holmes and Mullen to work with the Chief Administrative Officer to undertake the following and report to the October 20, 2020 Board meeting:

- (a) prepare a comparison, for the most recent year for which data is available, of
 - (i) the combined amount of rural property tax and police tax paid by owners of property in the UBC neighbourhoods and the amount of fire service charge paid by UBC to the provincial governmentwith
 - (ii) an estimate of the cost of the municipal-type services provided to residents of the UBC neighbourhoods that are provided by, or funded by, the provincial government;
- (b) develop terms of reference for a working group whose mandate is to seek a reduction in the rate of rural property tax applicable to the UBC neighbourhoods, or a reduction in or elimination of the fire service charge (or both);
- (c) recommend members for the working group; and
- (d) develop a strategy for the working group and the Board to engage with the provincial government.

Assigned Tasks

The comparison referred to in paragraph (a) of the Motion, and the proposed terms of reference referred to in paragraph (b), are attached to this report.

Membership of the UNA Taxation Working Group will be discussed in the closed session of the Board meeting.

In view of the provincial election, there is more time than was anticipated in September to develop a strategy to engage with the provincial government. Accordingly, the development of a strategy is one of the activities of the Working Group included in the proposed terms of reference.



TERMS OF REFERENCE

UNA TAXATION WORKING GROUP

1. Purpose

To seek fair tax treatment for residents of the UBC neighbourhoods with respect to provincial property taxes (general rural property tax; fire service charge; and police tax).

2. Composition

The members of the Working Group are:

- Bill Holmes
- Terry Mullen
- Two additional members appointed by the Board

3. Chair

The Working Group's Chair is Bill Holmes.

4. Meeting Procedures

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

5. Staff Support

The CAO will assist the Working Group. The CAO may provide other staff support as necessary.

6. Scope of Activities

In furtherance of the purpose for which it is established, the Working Group's activities may include:

- developing a strategy for engaging with the provincial government;
- corresponding on UNA letterhead with government officials, cabinet ministers, and any other relevant persons;
- meeting with such persons; and
- recommending to the Board that the Board correspond or meet with such persons.



7. Board Reports

The Working Group will, at each regularly scheduled Board meeting, provide an oral or written report regarding its activities.



Date: October 13, 2020
From: Bill Holmes and Terry Mullen
Re: Property Taxes Paid to the Province vs. The Value of Services Provided

Introduction

Owners of property in the UBC neighbourhoods pay, directly or indirectly, three types of taxes to the provincial government that would not be payable if the neighbourhoods were in a municipality. Instead of these taxes, a property tax would be payable to the municipality to cover the cost of municipal services (including policing and fire protection).

This gives rise to the question whether the neighbourhoods receive services provided or paid for by the provincial government of comparable value to the taxes paid to that government.

A precise comparison cannot be made, mainly because the cost of the local RCMP detachment is not public information, nor are there metrics that enable the share of that cost attributable to the UBC neighbourhoods to be precisely determined. Nonetheless it is possible to make a comparison based on reasonable estimates. Such a comparison made for 2017 produced the result that the UBC neighbourhoods paid approximately \$2 million more in property taxes to the provincial government in that year than the value of services received in return.

This document makes a similar comparison for 2019 and 2020.

The three types of taxes in question are:

- The general rural property tax. This is a tax paid at the same rate by property owners in all unincorporated parts of the province (i.e., parts not in a municipality), except property owners in the University Endowment Lands (the UEL).
- The police tax. This is a tax payable by property owners in unincorporated parts of the province and property owners in municipalities with a population under 5,000. A complex formula is used to determine the rate applicable in each municipality and in each electoral area of a regional district.
- The fire service charge. Technically, this is not a tax, but it serves a similar purpose and so, for convenience, is referred to in this document as a tax. The fire service charge is paid by UBC to the province pursuant to an agreement between those parties. The payments to the province are funded by the neighbours levy collected by UBC in respect of properties in the UBC neighbourhoods (the residential services levy and the general municipal services levy). The agreement between UBC and the province expires March 31, 2021.

Summary

The analysis for 2019 shows that the UBC neighbourhoods paid approximately \$2.7 million more in property taxes to the provincial government in that year than the value of services received in return. For 2020, the estimated excess will be \$2.9 million.



The position might be taken that the neighbourhoods should bear a reasonable portion of the cost of maintaining the provincial roads connecting Vancouver with the UBC campus (no portion of the cost of which is borne by our neighbours in the UEL). Even in this case, the excess amount of taxes paid over the value of services received would be considerably more than \$2 million.

Amount of Taxes Paid

A Ministry of Finance official has provided information regarding the amount of rural property tax and police tax paid by owners of property in the UBC neighbourhoods. UBC has provided the amount of the fire service charge paid to the province.

Tax	2019	2020
Rural property tax	\$ 3,059,860	\$ 3,241,643
Police tax	367,581	448,906
Fire service charge	1,188,674	1,215,206
Total	\$ 4,616,115	\$ 4,905,755

Value of Services Provided or Funded by the Province

Fire Protection Service

Fire protection service is provided to the UBC campus (which includes the UBC neighbourhoods) and the UEL by Vancouver Fire Rescue Services, pursuant to a contract between the provincial government and the City of Vancouver. Under the agreement between UBC and the province mentioned above, the annual fire service charge is computed by allocating a portion of the province's annual cost under its contract with Vancouver. The allocation is based on the ratio of the population of the UBC "market properties" to the population of the UBC campus plus the population of the UEL (determined as set out in the agreement). The population of the UBC campus is the sum of the population of the UBC "market properties" and the total of UBC's annualized full-time equivalent students, faculty and staff attending or working on the academic portion of the campus.

We have assumed that the method for determining the fire service charge gives a reasonably accurate estimate of the value of the fire protection service provided to the UBC neighbourhoods.

Police Service

Police service is provided to unincorporated areas and municipalities with a population under 5,000 by the RCMP acting as BC's Provincial Police Force. This arrangement is pursuant to the *Provincial Police Service Agreement*, which is a contract between the province and the Government of Canada. Under this contract, the provincial government pays 70% of the cost-base described in the contract and the federal government pays the remaining 30%.

As noted above, the cost of the local RCMP detachment is not public information, nor are there metrics that enable the share of that cost attributable to the UBC neighbourhoods to be precisely determined. Thus, it is necessary to estimate the value of the police service provided to the neighbourhoods.

The government's publication *Police Resources in British Columbia, 2018* shows the total cost¹ to municipalities that have police service provided by the RCMP and the authorized strength of the detachments. The University detachment has a strength of 18: 17 officers who are provincially funded plus one officer supplied by RCMP E Division Headquarters. For the four municipalities with populations under 15,000 and an authorized strength between 17 and 21, the average total costs for 2018 were \$2,854,000 (\$2,602,000 for the three municipalities with authorized strengths of 17, 18, and 19). Allowing for inflation, \$3 million is a reasonable, possibly high, estimate of the total costs for the University detachment.

The University detachment serves the UBC neighbourhoods, the UBC academic campus, the UEL, and Pacific Spirit Park (especially Wreck Beach). The Detachment Commander recently informed the UNA that 20% of the service calls for 2019 related to the UBC neighbourhoods. This percentage has been fairly consistent for the past 5 years, and is consistent with the information provided earlier that less than 20% of the University Detachment's criminal code cases relate to the UBC neighbourhoods. Of course, the number of calls or cases do not necessarily correlate strongly with the amount of time spent by officers on UBC neighbourhood-related matters.

Combining this information, the annual cost of policing the UBC neighbourhoods in 2019 and 2020 was likely under \$750,000 (25% of \$3 million).

Government officials maintain that the cost of policing the neighbourhoods is substantially higher. They base this on average police costs for municipalities with a population similar to that of the UBC neighbourhoods, costs which they said were \$2.4 million in 2016. This is a meaningless comparator for the cost of policing the UBC neighbourhoods. It ignores the efficiency of a single detachment for the western part of the Point Grey peninsula, the low-crime nature of the community, and the small number of officers who police the peninsula. Based on the government's figure, approximately 14 of the officers in the UBC detachment are required to police the UBC neighbourhoods, a position that is obviously absurd.

The amount of police tax collected from the UBC neighbourhoods in 2019 was \$367,581 and in 2020 was \$448,906. In addition, a component of the rural property tax is intended to fund police service. The police tax rates that would otherwise be applicable in rural areas are reduced to take this contribution through the rural property tax into account (the "rural dime" offset in computing police tax rates). Given the method for computing police tax rates, it can be determined that the portion of the rural property tax for police service was \$587,189 in 2019 and \$596,157 in 2020. Thus, the total contribution from the UBC neighbourhoods for police services in 2019 and 2020 was \$954,770 and \$1,045,063, respectively. The total contribution for 2019 exceeds the estimated cost of providing the police service for that year by about \$200,000. For 2020, the excess is expected to be about \$300,000.

¹ Total costs are the actual costs reported by each municipality. The costs include the municipality's share of RCMP contract costs (70%, with the other 30% covered by the federal government), plus costs that are borne 100% by the municipality (e.g., accommodation and support staff costs).



Other Services

Subtracting the amounts for police service just mentioned leaves rural property tax of approximately \$2.5 million for 2019 and \$2.6 million for 2020. The question is: what services were received for these amounts?

Based on official and unofficial statements regarding the rural property tax, the tax is intended primarily as a source of funding for the maintenance of provincial secondary roads. In addition, a portion of the tax funds police services.

The roads in the UBC neighbourhoods are provincial roads. However, UBC (and consequently the UNA) is obligated to maintain them. The province does not provide the maintenance service.

The roads that connect Vancouver with the UBC campus are provincial roads maintained by the province. These roads are: Chancellor Boulevard, University Boulevard, Marine Drive, and 16th Avenue. It might be considered reasonable for the UBC neighbourhoods to bear a portion of the cost of maintaining these roads. However, given that these roads are primarily for UBC's benefit – and also serve the UEL residents and users of Pacific Spirit Regional Park – the cost allocable to the UBC neighbourhoods should be a small fraction of the total cost. (UEL residents do not pay anything towards the cost of these roads.)

We have not identified any other services provided or paid for by the provincial government that can be considered to be funded by payment of the rural property tax.