



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** That the Board approve the May 18, 2021 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** That the Board approve the April 20, 2021 Minutes as circulated. 1

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

1. Electoral Area A Report – Electoral Area A Director, Jen McCutcheon 7
(Read: [Electoral Area Newsletter](#))
2. Campus and Community Planning Report – Senior Policy Planner, 13
Celene Fung

F. REPORTS

1. Management Update – Chief Administrative Officer 15
2. UNA Landscape Management Plan Scope – Operations Manager 24
3. Neighbours' Agreement Committee – Director Holmes – Verbal Update
4. Finance Committee Update
- a. Joint Financial Task Force – UBC Financial Support Letter- Chief 30
Administrative Officer

Recommendation:

THAT the Board approve the proposed Financial Support Agreement between the UNA and UBC dated May 5, 2021 and authorize the Chair to execute the agreement.

- b. Fourth Quarter Financial Update – Finance Manager 36
- c. Insurance Update – Chief Administrative Officer – Verbal Update
5. Governance and Human Resources Committee Update
- a. Code of Conduct Policy – Recreation Manager 42



Recommendation:

THAT the Board approve the proposed UNA Facility Users Code of Conduct Policy.

- b. Minutes Recommendation – Chair Watson – Verbal Update

Recommendation:

THAT the Board approve that the UNA minute taking processes be amended so that Board meetings only have motions and committee meetings continue to have narrative.

G. UNFINISHED BUSINESS

- 1. Basketball Court Relocation – Director Holmes – Verbal Update

Recommendation:

THAT the Board approve the relocation of the basketball court, currently located immediately west of Thunderbird Parkade, to the TEF 3 parking lot at the corner of Health Sciences Mall and Thunderbird Boulevard, such relocation to be on a like-for-like basis.

H. NEW BUSINESS

- 1. Designated Building Agreements Report – Chief Administrative Officer 49

Recommendations:

- a. THAT the Board approve the attached Designated Building Agreement Central and authorize the Chair to execute the agreement.
- b. THAT the Board approve the attached Designated Building Agreement Focal and authorize the Chair to execute the agreement.

- 2. Community Works Fund Committee Appointments – Chair Watson 56

Recommendation:

THAT the Board appoint Chair Watson and Director Kang as UNA Board representatives on the Area A Community Works Fund Committee.

- 3. UNA-UBC Liaison Committee Terms of Reference – Chief Administrative Officer 64

Recommendation:

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference dated May 13, 2021.



4. University Sport and Recreation Council – UNA Representative – Chief Administrative Officer 77

Recommendation:

THAT the Board appoint the Chief Administrative Officer to the University Sport and Recreation Council.

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to UNA's interests.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Terry Mullen

Murray McCutcheon
Jane Kang

UBC MEMBERS:

Carole Jolly
James Heth

AMS DESIGNATED STUDENT:

None

STAFF:

Sundance Topham – Chief Administrative
Officer
Andrew Clements – Recreation Manager
Wegland Sit – Operations Manager

Glenda Ollero – Communications Manager
Athena Koon – Finance Manager
Marta Mikolajczyk – Administrative
Assistant

GUESTS:

Janeen Alliston – Director of Communications, UBC Rapid Transit Office.
Michael White – Associate Vice-President at Campus and Community Planning
Adriaan de Jager – UBC's Associate Vice-President, Government Relations and Community
Engagement
Grant Miller – Director, Planning, Development Services at UBC's Campus and Community
Planning

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 by Director Holmes:

That the Board approve the April 20, 2021 Meeting Agenda as circulated.

Seconded by Director McCutcheon.

Motion by Chair:

That item Lot 10 Community Garden License be added as item H.2 under New Business.

Seconded by Director Holmes.

Carried.



Motion by Chair:

THAT the Board approve the April 20, 2021 Meeting Agenda as amended.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the March 16, 2021 Minutes, as circulated.

Seconded by Director Holmes.

Director Holmes proposed the following amendments:

- a. THAT item D.1. be corrected to reflect uniform spelling of UNA resident's name.
- b. THAT item F.2.b. be corrected to reflect the following:

“The Finance Manager outlined the investment options concerning the Neighbours' Fund (NF) fixed term deposit which reached maturity in February of 2021.”

Motion by Chair:

THAT the Board approve the March 16, 2021 Minutes, as amended.

Seconded by Director Holmes.

Carried.

D. DELEGATIONS

1. UBC – C+CP – SkyTrain Extension to UBC Update

Janeen Alliston, along with Michael White and Adriaan de Jager presented a rapid transit strategy update concerning the SkyTrain extension from Arbutus to UBC.

2. UBC – C+CP – Basketball Court Relocation

Grant Miller presented an update on TEF 3 Parking Lot Site Approval process highlighting the feedback received during the February 25, 2021 virtual open house.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon, provided a brief verbal update highlighting the upcoming Engagement Session on Creating Inclusive Communities, a planned TransLink Engagement Session, as well as the Communities Work Fund.

2. Campus and Community Planning Report

Celene Fung, Senior Policy Planner at Campus and Community Planning presented the report enclosed in the Agenda.

Director McCutcheon offered a comment expressing appreciation for the picture frames installed around UBC campus.



F. REPORTS

1. Management Report

The management team presented their respective reports highlighting improved website loading times, upcoming financial audit, and updated COVID-19 Safety Plan.

2. 2020-21 UNA Staff Work Plan – Fourth Quarter Update

The CAO presented the update underlining that it encompasses work that has taken place from July of 2020, until the end of March of 2021.

No questions or comments were offered.

3. 2021-22 UNA Staff Work Plan

The CAO presented the 2021-22 UNA Staff Work Plan, stating that the outlined initiatives are built on the recently approved UNA budget, and highlighting the expected inception of the Land Use Advisory Committee

Motion by Chair:

THAT the Board approve the 2021-22 UNA Staff Work Plan

Seconded by Director Holmes.

Carried.

4. Governance and Human Resources Committee Update

a. 2022-23 Strategic Planning Options

The CAO provided a brief overview of the rationale for extending the current strategic plan.

Motion by Chair:

THAT the Board extend the current strategic plan for another year given the uncertainty that the COVID-19 pandemic presents to the UNA.

Seconded by Director Holmes.

Carried.

Director Jolly highlighted the importance of putting the strategic plan information forward in the context of expectations as related to future Director elections and onboarding.

b. Chief Administrative Officer Policy

Director Holmes introduced the updated Chief Administrative Officer Policy underlining that the intention is to expand on CAO's contract, foster openness and transparency, as well as provide clarity to new board members with respect to their roles vis-à-vis CAO's duties.

Motion by Director Holmes:

THAT the Committee recommend that the Board approve the proposed Chief Administrative Officer Policy, version 4 dated April 8, 2021.

Seconded by Director McCutcheon.



Carried.

c. Director Appointment Process

The CAO outlined the rationale behind holding off on the appointment of interim directors.

Motion by Chair.

THAT the Board not appoint an interim Director pursuant to Section 6.7 of the UNA Bylaws, and instead wait until the election in the fall to fill the full complement of Directors.

Seconded by Director Holmes.

Motion by Director Holmes:

THAT the second line of the proposed motion be deleted.

Seconded by Chair

Carried.

Motion by Chair:

THAT the Board not appoint an interim Director pursuant to Section 6.7 of the UNA Bylaws.

Seconded by Director Holmes.

Carried.

d. UNA Facility Users Code of Conduct

The Recreation Manager provided an overview of the proposed policy. The Board agreed that the policy should go back to the Governance and Human Resources Committee for further revisions.

5. Finance Committee Update

a. Community Field Replacement Reserve

The Finance Manager provided an overview of the Community Field Replacement Reserve as outlined in the UBC-VSB University Hill Playfield Joint Use Agreement and the Wesbrook Place Artificial Playfield License.

Motion by Director Holmes:

THAT the Board agree to an amount of \$180,000 being added to the Community Field Replacement Reserve in respect of the fiscal years 2019/20, 2020/21 and 2021/22.

Seconded by Director Kang.

Carried.

b. Insurance Update

The CAO provided a brief verbal update stating that a cover letter for insurance submissions has been drafted in collaboration with Shannon Boychuk, Manager of UBC Insurance & Loss Prevention and Senior Manager and Chris Fay, Senior



Manager of Strategic Policy at Campus + Community Planning. It was noted that the cover letter clarified roles and responsibilities of UNA and UBC and that the insurance package has been submitted to market, including municipal and special insurers.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Lot 11 Community Garden License

The Operations Manager presented the enclosed Community Garden License Agreement for Lot 11. The Board discussed the implications of insurance matters being in flux when signing agreements.

Motion by Chair:

THAT the Board approve the attached Lot 11 Community Garden License Agreement and authorize the Chair to execute the agreement.

Seconded by Director Holmes.

Carried.

2. Lot 10 Community Garden License

The Operations Manager introduced the Community Garden License Agreement for Lot 10 circulated to Board members via email prior to meeting.

Motion by Chair.

THAT the Board approve the attached Lot 10 Community Garden License Agreement and authorize the Chair to execute the agreement.

Seconded by Director Holmes.

Carried.

3. UNA Administrative Office Lease Renewal

The CAO outlined the basis for a one-year lease renewal allowing for completion of office space needs assessment scheduled for the current fiscal year.

Motion by Chair:

THAT the Board approve the attached Lease Extension Agreement for the UNA Administrative Office and authorize the Chair to execute the agreement.

Seconded by Director McCutcheon.

Carried.

4. University Neighbourhoods Fire Protection Funding



The Chair stated that it was requested that the letter addressed to him from Robin Ciceri, Vice-President, External Relations at UBC re University Neighbourhoods Fire Protection Funding, be presented in the Open Session of the Board for information.

5. Garbage/recycling Collection and Disposal Management

The Chair provided a brief verbal update illustrating the need for improved garbage/recycling collection initiative involving stakeholders and volunteer. The Board discussed resource allocation and staff capacity. It was determined that staff will commence on the planning process, with an initial presentation timeline in Fall 2021.

Motion by Chair:

THAT the UNA create a public space Solid Waste Management Plan.

Seconded by Director McCutcheon.

Carried.

I. **ADJOURNMENT**

The meeting adjourned at 7:34 p.m.

The Board moved into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.



Director's Report

Hi UNA, UBC, and UEL residents,

At my recent Inclusive Communities engagement session, Councillor Mandewo eloquently spoke of the concept of *Ubuntu*, a Zulu phrase that translates to “a person is a person through other persons” or, “my humanity is inextricably caught up and bound with yours.”¹ In the words of author *Nompumelelo Mungqi Nqomane*, “the

UBUNTU

My humanity, is inextricably caught up and bound with yours

Umntu ngumntu ngabantu
I am because of you!

fundamental meaning of the proverb is that everything we learn and experience in the world is through our relationships with other people. We are therefore called to examine our actions and thoughts, not just for what they will achieve for us, but how they impact on others with whom we are in contact”.²

I’ve been thinking a great deal about this concept and how it relates to many different

aspects of our lives. Of course, during the pandemic, we continue to see how connected we are, and that our actions have direct impacts on those around us – indeed, we feel this in the sacrifices we have all made to keep one other safe. In the coming months, as more and more of us get fully vaccinated, we will see more clearly the impact of vaccine inequality around the world. Lower-income countries, which have fewer resources and less negotiating power with drug companies, will continue to face greater challenges – and given the interconnectedness of the global economy – those impacts will reverberate around the globe.

Closer to home and leaving the pandemic for a moment (wouldn’t it be nice to have just one day where we didn’t think or talk about COVID?!), the concept of *Ubuntu*, and the words of our speakers at the inclusion engagement session, rang true for me with respect to how we treat each other in our communities. As someone born with white skin, I am realizing more and more, the importance of actively looking for and speaking out against inequalities and racism – even if it is just a small comment or gesture – and creating safe spaces for others to be listened to.

Hang in there, everyone, and take a moment to think about one way your actions could have a positive impact on someone else in our community today.

All the best,

Jen McCutcheon



Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)

1. Taken from Councillor Mandewo’s presentation slides, April 28, 2021
 2. From *Everyday Ubuntu* by *Nompumelelo Mungqi Nqomane*



Resources from my Recent Engagement Sessions

Since my last newsletter, I've hosted two Engagement sessions. The first was an important conversation on creating inclusive communities. We heard from two excellent speakers and listened to neighbours share their experiences. The second session featured presentations by, and a Q&A session with, TransLink on their Transport 2050 Plan and the potential SkyTrain extension to UBC. I usually try to space these sessions out, but this second engagement session was added to fall within TransLink's current public engagement period, which ends on May 14. If you would like to give your feedback to TransLink, please visit their website at:

<https://www.translink.ca/plans-and-projects/projects/rapid-transit-projects/millennium-line-ubc-extension>

I have added a number of resources related to these two sessions on the "Resources" page of my website. These include audio recordings of the sessions, the invited speakers' presentations, and a resource list for the Creating Inclusive Communities session.

Creating Inclusive Communities
STRATEGIES FOR ENHANCING RACIAL EQUITY AND INCLUSION

Wednesday, April 28, 2021
7:00 - 8:30 p.m.

Join experts **Councillor Trish Mandewo** and **Dr. Beth Hirsh** to learn more about how our seemingly innocent choices may contribute to racial bias or hinder inclusion within our communities and workplaces. We will discuss strategies that each of us can use to actively promote racial equity and inclusion here at UBC, UNA, and the UEL.



Trish Mandewo is a Diversity & Inclusion Strategist, Coquitlam City Councillor and co-Founder and CEO of Synergy on Boards Consulting Group, an Indigenous, Black and Visible Minorities Executive and Board search firm. Trish has won numerous awards including 2017 RBC Top 25 Canadian Immigrants and is a recipient of Canada 150 Sesquicentennial pin for leadership and community service.



Beth Hirsh is an Associate Professor in Sociology and Canada Research Chair in Law and Inequality at UBC. Her research and teaching focus on race and gender employment discrimination and how to promote equity and inclusion in organizational settings.

Hosted by Electoral Area Director Jen McCutcheon

JOIN US WEDNESDAY, APRIL 28, 2021
AT 7:00 - 8:30 P.M. VIA ZOOM
<https://ca01web.zoom.us/j/6044516562>

"Inclusion is not a strategy to help people fit into the systems and structures which exist in our societies; it is about transforming those systems and structures to make it better for everyone. Inclusion is about creating a better world for everyone."
- Diane Richler, Past President, Inclusion International

UBC SkyTrain Consultation

Give your input

With the extension of the Millennium SkyTrain line to Arbutus due to open in 2025, TransLink is studying a potential Millennium Line UBC Extension.

In 2019, people from across the region made 150,000 trips to and from the campus every day, and TransLink expects the demand for transit to grow as jobs, housing, and educational opportunities increase along the Broadway corridor.

Hear from TransLink about what they've studied so far, potential next steps for this project, and how you can share your views from now through May 14.

Find out more and take the survey on TransLink's website at [TransLink.ca/UBCExtension](https://www.translink.ca/UBCExtension)



Wednesday, May 5th
7-8:30pm on Zoom:

<https://ca01web.zoom.us/j/6044516562>

Hosted by Electoral Area Director Jen McCutcheon (www.eaaajen.ca)

Rezoning Application for Non-medical Cannabis Retail Store in UEL's University Village

If you have been to University Village recently (the shopping area near University Boulevard and Wesbrook Mall), you may have noticed signs about a rezoning application to allow for the conditional use of a non-medical cannabis retail store at 5784 University Boulevard (in the current Copy Smart location in UEL's University Village). Written comments are being accepted now until 4:00 pm on June 9th, 2021.

For information on the application and how to submit comments, please [click here](#).

For further information regarding this rezoning application, or to submit your comments in support or in opposition, please contact Heather Shay, Planning Officer, at planUEL@gov.bc.ca.

CHANGE OF LAND USE DISTRICT APPLICATION

5784 University Blvd.
Burb Cannabis Corporation
#3140 - 1502 Broadway St. Port Coquitlam

Has applied for a Change of Land Use District to develop the site for non-medical cannabis retail. The deadline for written comments addressed to the UEL Manager is June 9, 2021. Please note that for non-medical cannabis retail licence applications in the UEL, Metro Vancouver Regional District (MVRD) must gather residents' views to make comments and recommendations on the licensee's application to the BC Liquor and Cannabis Regulation Branch (LCRB). Written comments submitted as part of this rezoning application will be considered as gathering residents' views for the MVRD and will be used to inform MVRD recommendations to the BC LCRB.

FOR MORE INFORMATION CONTACT:
UEL Administration Office
5495 Chancellor Boulevard
Phone No. 604 660 1808
PlanUEL@gov.bc.ca

Rationale for the proposal

- Three pillars of legalization are: protecting our vulnerable youth; eliminating the illicit market; and ensuring the safety of consumers by offering access to tested, safe products.

Application date:
• June 30, 2020

Photo of information in University Village about the proposed UEL Change of Land Use District Application



Metro Vancouver's Clean Air Plan: seeking your input

At Metro Vancouver's March 3, 2021 Climate Action Committee meeting, staff presented the draft Clean Air Plan, and received Board authorization to begin engagement. I very much appreciated reading this plan, and I think that some of you will also enjoy learning more about it.



Metro Vancouver's draft Clean Air Plan identifies actions for managing air quality and greenhouse gases in our region over the next 10 years. The plan is available for comment through to June 15, 2021: <https://lnkd.in/gAxERHf>

In addition to the video and information in the link above, you are invited to attend the online public forum on May 20 at 2:00 pm, where you can learn more about the plan, ask questions and provide feedback directly to the Clean Air Plan project team. Register [online today](#):

<http://www.metrovancover.org/events/calendar/metro-vancouver/1799/clean-air-plan---free-public-forum>

Upcoming Community Events

Join coaches from UBC's School of Kinesiology for weekly movement missions that combine fitness and fun! This FREE program can be completed at home or outside and is only open to children age 7-12 years old living in Acadia Park and the UNA.

Safe program delivery is the priority, and this year's Kid Fit five-week challenge will be delivered entirely online.

Each week will feature a Movement Mission in the form of a themed instructional video and self-guided activities that can be completed on the family's schedule.



There are also fantastic prizes for participating!

Note: we are only offering 50 spots in this program, and registration is on first-come-first-serve until May 17 or until spots are filled.

For full program details and to register: <http://kin.ubc.ca/kidsfit>



Community Connections

This section highlights awesome community members or initiatives. Please send me your ideas about people who are going out of their way to make our neighbourhoods even better, or if you have something to contribute to the newsletter, as Rhysa did this month, please send it my way! 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).

For this month's Community Connections, I have a guest entry from one of our younger neighbours, Rhysa. Her story brings us back to the concept of *Ubuntu*, and how each of us and our actions are interconnected. Rhysa, thank you for sharing your story with us.



Rhysa's pet hamster, Cookie

"Hi my name is Rhysa. I am 8 years old and I live in Acadia park. About 2 weeks ago my guinea pig cookie was bit by a dog and died. He was in our backyard just doing what he loved, eating grass and sitting in the sun. This would not have happened if the dog was on a leash. There are signs around Acadia park that say dogs must be leashed. Me and my family are really sad. All I want right now is for him to come back, but he can't. So please, help keep little pets safe by putting your dogs on leash where there may be kids and small pets."

The topic of dogs on leashes was brought up by a resident at the March UNA Board meeting, and in follow up, signs are now in place in areas such as playgrounds and other highly used common spaces.



New UNA signs to keep dogs on leashes in playground and open public areas

Regional Parks lead the pack in dealing with dog poop

Metro Vancouver Regional Parks marks a milestone this year as it rolls into the tenth year of making it easier for park visitors to responsibly manage their pets' waste.

Regional parks receive more than 16 million visits annually, and it's estimated that 24 percent of park visitors are accompanied by at least one dog. With dogs, comes dog poop. The problem is that dog poop can harbour bacteria, viruses and parasites – including harmful pathogens such as E. coli, giardia and salmonella.

In late 2011, large amounts of dog waste and concerns about health effects on people and wildlife prompted Regional Parks to install designated dog waste bins in two regional parks (Boundary Bay and Tynehead). A contractor then collected the bags deposited by dog owners, separated out the poop, and delivered it to a wastewater treatment plant. Follow the success of this pilot, the dog waste program has expanded and is now in effect at nearly all regional parks and greenways. The amount of poop collected increased from 21 tonnes in 2014 to 79.5 tonnes in 2020. The program has been so successful that member municipalities such as Vancouver, West



Vancouver, North Vancouver City, District of North Vancouver, Port Moody, Port Coquitlam, Township of Langley and Burnaby have adopted similar programs.

Metro Vancouver continues to explore new options and technologies to manage dog poop in regional parks.

Register with BC's Online Vaccine Registration Program – Regardless of Your Age

Did you know that you can now register with BC's Online Vaccination registration system, regardless of your age? The process takes just a few minutes, and once you are in the system, you will be automatically notified when it is your turn to book a vaccination appointment. Click [here](#) to register (www.gov.bc.ca/getvaccinated). According to the BC Government, all BC adults will have been offered a vaccine by end of June. Children age 12 and up are now also approved to be vaccinated in BC, which is also terrific news!



Please do your part in protecting all of us by getting vaccinated when it is your turn... *Ubuntu*, right?!

Take BC's New COVID Survey

BC is launching a second of their COVID surveys. The first of these "SPEAK" surveys was launched last spring and was completed by over 400,000 residents. This new survey will help the provincial health office examine one year into the pandemic how British Columbians have been affected and how their experiences may inform recovery and re-opening. You can take the survey [here](http://www.bccdc.ca/about/news-stories/news-releases/2021/speak-2-us-again). (<http://www.bccdc.ca/about/news-stories/news-releases/2021/speak-2-us-again>)

Think Thrice About Your Clothes

Metro Vancouver has launched the annual Think Thrice About Your Clothes campaign that aims to reduce textile waste and encourage reusing and repurposing fashion. Collectively, Metro Vancouver residents throw out an average of 20,000 kilograms of textiles each year, equating to the weight of 44 t-shirts per person.

However, there are ways to reduce clothing waste, like choosing higher quality clothing that will last longer than "fast fashion" items that are cheaper and less durable. Buying second-hand, caring for and repairing clothing items, and putting used clothing in the donation or recycle stream also benefit the community and the environment by reducing overall waste.

Public opinion research conducted by Metro Vancouver suggests people are likely to donate clothing they no longer need, but 40% of respondents were unclear what can or can't be donated.





Furthermore, the COVID-19 pandemic has disrupted some clothing donation or recycling services in the region, so be sure to call ahead to business receiving clothing donations prior to making a drop-off to make sure it can be received.

Find more tips and information on reducing clothing waste at www.clothesarentgarbage.ca.

Jen's Board and Committee Appointments for 2021

Below are the boards and committees that I serve on. Feel free to reach out to me if you would like to learn more.

- Metro Vancouver Regional District Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Climate Action Committee, MVRD
- Finance and Intergovernmental Committee, MVRD
- Chair of the Electoral Area A Committee, MVRD
- Mayors' Committee, MVRD
- E-Comm Board of Directors
- Human Resources Committee, E-Comm
- Fraser Valley Regional Library Board of Directors
- Lower Mainland Local Government Association Director at Large
- Joint Regional Planning Committee for TransLink
- Ocean Watch Action Committee

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



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

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

To: UNA Board

Date: May 11, 2021

Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

UBC COVID-19 immunization clinic. Daily to mid-August from 9:00 am to 7:00 pm. Pharmaceutical Sciences Building. Thunderbird Parkade basement level, ground level and ramp to level 2 have been assigned for vaccination clinic parking. For more info see <https://planning.ubc.ca/news/how-get-covid-19-vaccine-clinic-ubc>. For UBC COVID-19 updates see <https://covid19.ubc.ca/>.

Film & Events Notification

Currently, some buildings are open for faculty, staff, and students. Events and programming may change. Updates will be provided as new information becomes available.

May

- Monday, May 24th. **Victoria Day.** University closed.
- Continuing daily from May to the end of August, 5:30 am to 11:00 pm. Fairview Commons. **Student outdoor prayer services during Ramadan.**

June

- Saturday, June 19th from 1:00 pm to 8:30 pm. **Sauder Grad Night** (if approved by the PHO). Main Mall grass meridian from Great Trek Cairn to University Boulevard.

Community Development

Kids Fit 2021

With the success of last year's first *at-home* edition of Kids Fit, UTown@UBC and Active Kids (School of Kinesiology) are jointly offering another Kids Fit challenge to be delivered entirely online. This free, five-week program starts May 24th and is open to children age 7-12 years old living in Acadia Park and the UNA.

Each week, participants will be encouraged to get active at home or outside with a “Movement Mission” instructional video led by Kinesiology student coaches and self-guided physical activities. Registration closes on May 17th or until capacity is full. For full program details and to register:

<http://kin.ubc.ca/kidsfit>

Virtual Jane’s Walk at UBC

Jane’s Walk is a citizen-led walking initiative, held annually across the globe in honour of writer, urbanist, and activist Jane Jacobs. The annual movement encourages people to share stories about their neighbourhoods, discover unseen aspects in their communities and connect with their neighbours. From May 7-9, the virtual Jane’s Walk at UBC took place via Instagram [@utownubc](#) and featured UBC students sharing their favourite spots on campus. We hope this virtual Jane’s Walk UBC connected people to campus, even for a moment!

Development Project Updates

For more information on major development projects, please visit:

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

DP 21005T: Belkin Gallery *Fireweed Fields*

On April 19, 2021, a Temporary Development Permit was issued for an outdoor art installation, including a flower meadow and boardwalk, by artist-in-residence Holly Schmidt to the north and east of the Belkin Gallery.

DP21007: Belkin Gallery Digital Screen

On May 6, 2021, a Development Permit was issued for a screen to display digital art adjacent to the front doors of the Belkin Gallery.

DP21011: Bird Friendly Glazing – Botanical Garden Pavilion

On April 28, 2021, a Development Permit was issued for the application of bird-friendly decorative window decals on the exterior glazing of the pavilion at the UBC Botanical Gardens.

SLP 21019: PRV Chamber Upgrade, Wesbrook Mall

On May 5, 2021, a Streets and Landscape Permit was issued for the decommissioning of the existing Pressure Reducing Valve (PRV) chamber, and the installation of a replacement valve within the median of Wesbrook Mall between Hampton Place and 16th Avenue.



Report Date: May 12, 2021
Meeting Date: May 18, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: May Management Update

Background

The May 2021 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late April and early May a considerable amount of time was spent on governance and policy related items, as well as human resources items.

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

Board Relations

- Attended Board and Committee meetings and supported Board initiatives, including ongoing work for the Joint Financial Task Force and the Neighbours Agreement Committee.
- Initial conversations with Campus and Community Planning to discuss process for establishing the new UNA-UBC Liaison Committee.
- Participated in the Quarterly UNA-UBC Executive Committee meeting.
- Started planning work for the 2020 and 2021 UNA Annual General Meetings and 2021 Director elections.

COVID-19 Support

- Provided support on COVID-related policies and procedures – including examining and providing input on the operational changes required as a result of the ongoing Provincial Health Order for the Vancouver region. Management have started turning our attention to return to work planning – including the creation of a UNA Work from Home HR Procedure.



Operations

- Attended the Quarterly UNA-UBC-UBCPT Staff Operations meeting.
- Provided input on the Landscape Management Plan proposal.

Finance

- Participated in planning for the 2020-21 Audit process.

Risk Management

- Preparations for the transfer of insurance responsibilities to the UNA – including discussions with UBC risk management and policy representatives. The updated insurance application has been sent to market – with initial indications showing some limited interest.

Programs and Services

- Records Management work. Continue to review the final draft of our Records Management Assessment and Strategic Plan, Records Classification and Retention Schedule, Records Management Manual and Records Management Policy. Participated in two File Management System demonstrations. Next steps include finalizing the classification system and moving forward with implementation planning.

Human Resources

- Finalized yearly performance reviews.
- Participated in discussions with the Finance Manager in relation to a more fulsome review of our UNA benefits plan.

Community Relations

- Responded to resident questions and concerns about construction noise.
- Confirmed participation as the UNA staff representative for the Area A Community Works Fund committee.

COMMUNICATIONS

Website Backend Restructuring

The Communications team has been working with our web developers to restructure some parts of our website's foundational structure so that it can be more flexible and modular. Before the restructuring, some changes to the website took longer to implement because we relied on the third-party web development team to make the changes for us. With the newly restructured system, sections of the website have become easier to move and edit, and more changes can be done in-house.

Zendesk Update

It has been six months since we launched Zendesk, the customer service management platform that helps staff respond to, manage, forward or escalate customer service requests (tickets). We have received positive comments from staff about the system, particularly, from the Front Desk group who are the heaviest users of the platform.

Currently, we are reviewing Zendesk account holders among staff to see how we can streamline the system’s structure even further. Now that we have a stronger understanding of how the system is being used, we have identified opportunities to save costs while maintaining functionality by streamlining the accounts and group structure in Zendesk.

To date, we have responded to 822 tickets with 2,463 agent touches.

Month/Year	Solved Tickets	Agent Touches
Nov 2020*	44	154
Dec 2020	76	278
Jan 2021	236	722
Feb 2021	104	305
Mar 2021	109	268
Apr 2021	205	508
May 2021**	108**	228**
TOTAL	882	2,463

*Date range: Nov 16 – 31, 2020

**Date range: May 1 – 11, 2021

Staff Support for CEAC

The Community Engagement Advisory Committee (CEAC) will be holding their second meeting in the first week of June. Part of that meeting will include a short brainstorming session.

A report on the CEAC’s first meeting in March will be submitted to the Board once the minutes are approved at the upcoming June CEAC meeting.

Transitioning Designated Building Residents from UTown to UNA Services

The Communications team is working with Campus and Community Planning staff to create a plan for transitioning the new designated building residents from UTown services to UNA services. With the planned designation of Central Building and Focal Building to the UNA, staff are working with C+CP staff to arrange a period of transition this summer. All UTown@UBC Community Services Card expire each August, so the transition to UNA Cards will happen over several months. This is ideal so that we can manage the influx of new card applicants on our end.

Staff Social Events Committee 2021-2022

As part of our ongoing efforts to foster a healthy, respectful and inclusive workplace culture, we are re-establishing the UNA Staff Social Events Committee (SSEC) for its third year.

This year, the committee members are:

1. Rocio Escalona, Internal Communications and Office Coordinator (SSEC Committee Advisor and Liaison)
2. Anthony Evangelista, Fitness Centre
3. Calvin Lin, Front Desk Staff
4. Paola Lozano, Front Desk Staff
5. Claire Shepansky, Program Coordinator

Being a part of the SSEC allows staff to flex their teamwork muscles and contribute to the workplace culture in a meaningful way. This year, the pandemic will continue to test this group's creativity to find ways to celebrate together.

Internal Communications Survey for Front Desk and Fitness Centre Staff

Communications team worked with the Front Desk and Fitness Centre Leads to create a survey for their departments on how to better close communications gaps within the team, if any. The survey was concluded on April 30. The results of the survey were positive in that any discrepancies in communication that were identified can be addressed by implementing small adjustments on how we distribute information.

Perhaps, the most useful information we gathered is that, in this staff group, there is a very strong preference for using Microsoft Teams, so we will be shifting or duplicating some of our communications efforts to that platform.

Other Work:

- Support for Finance Department's roll-out of Ceridian Dayforce
- Support for Chief Administrative Officer on AGM/Elections planning

- Ongoing communications support and program/events publicity for Recreation Program Staff.
- Ongoing communications support for Front Desk Staff.
- Ongoing communications support for Sustainability Staff.

OPERATIONS

Sustainability - Community Garden Updates

Initial allotment process began in the 2nd week of April 2021. New gardens are in full operation mode. The plot selection process is available online for both new gardens, and the process is almost fully automated. As of May 11, the allotment process is almost complete. Happy to share that we have assigned new gardeners from our waitlist group to their first UNA garden plots.

UNA Parking Application & Wesbrook Parking Renewal 2021

The UNA IT team has completely rebuilt the UNA Online Parking Application system. Our new system design is a follow up to the feedback and feature requests that we received from our parking user survey in November 2020.

The focus of our new design is to enhance user experience, by first ensuring the application form is mobile friendly, and secondly, the team has implemented iFrame design into the form to overcome system limitations.

The team also consolidates the online application into a 2-steps process (instead of the previous 3-steps process) by including the File Upload options with a more logical page design.

Between April 12 to May 11, 2021, the UNA Parking Desk has renewed and issued:

1. 129 Wesbrook Residential Parking Permit
2. 35 Wesbrook Visitor Parking Pass
3. 4 Wesbrook Parking Day Pass

Hawthorn Residential Parking Permit and Visitor Parking Permit renewal will begin on **June 01, 2021**. Communication plan will begin on May 14 through email and UNA E-newsletter reminder. More information will be available in myuna.ca

Landscaping Pilot Project Updates

The Landscape pilot project successfully started in the 3rd week of April with the rollout of new electric landscaping equipment in Hawthorn Park Spaces.

The overall experience for the first four weeks of operation was positive. There were a few kinks that both the Meridian and the UNA team were able to iron out, it was part of learning what to expect when adopting a new technology.

Wesbrook Community Programmer Office Tenant Improvement Project

The objectives of this project:

1. Improve overall efficiency and use of office space.
2. Enhance privacy when needed in an open office setting.
3. Maintain ability to collaborate between desks.
4. Promote health working environment.

This project is expected to be completed by the third week of May.

Strata Chair Communication Platform

The IT framework and API development of a brand-new strata communication is completed. The UNA staff is completing a final functionality review with our consultant and IT Management company.

FINANCE

Highlights of major activities:

- Year End and Audit
- Joint Financial Task Force (JFTF)

Details:

Year End and Audit:

Year end work is ongoing and the annual audit is starting as planned at the second week of May. The audited draft statements should be ready for the Board to review at our July Board Meeting. Our preliminary result is showing that the UNA will be at a surplus position for fiscal 2020/21 and further details are covered in the Finance and Audit Committee Reporting section.

Joint Financial Task Force (JFTF):

The UBC Financial Support letter as the outcome of the December 2020 JFTF meeting is finalized and ready for the Board to review at this Board meeting. Other work has also been taking place and the process will include external consultant in accessing and reviewing a specific scope.

RECREATION

Provincial Health Order

On March 29th the Provincial Health Restriction limiting events and low intensity physical activity were extended until May 24th at midnight. While low and high intensity physical activity programs are not permitted, gyms and recreation facilities that offer individual workouts and personal training sessions can remain open if they have a COVID-19 Safety Plan that is strictly followed. The UNA Recreation Department has updated its COVID-19 Safety Plan to ensure the safe operation of our fitness centre and other recreational programs for children. The following low intensity physical activity programs have been canceled through May 25th and refunded the cancelled dates.

- Chinese Folk Dance
- Yoga in Mandarin
- Vinyasa Yoga
- Exhilarate Yoga – running online.
- Gentle Yoga

All attempts will be made to run the above programs after May 25th providing the restrictions have been lifted.

Summer Programming

All our summer camps are presently available for registration and are approximately 60% full. Summer Adventure Camps are run by UNA staff who are employed through the Canada Summer Jobs program. In addition to camps, program offerings for Children and Youth, both virtual and in person programs for Adults and Seniors and a variety of Music Lessons will be available. Registration for summer programs will begin on May 31st at 12pm. All summer programs will start on July 5th and run until the end of August.

Weekday Early Morning Fitness Centre Opening

Beginning May 17th our WCC Fitness Centre will be adding a weekday early morning time slot from 7:00am-8:15am for registered participants. Participants are able to sign up 24 hr's ahead of time. Present capacity in the WCC fitness centre is limited to 8 participants.

BCRPA Symposium

Many full-time UNA Recreation Staff attended the British Columbia Parks and Recreation Association (BCRPA) annual symposium this year. The symposium was conducted virtually over a three-day period from May 4th - 6th and included valuable sessions highlighting best practice and current trends in the delivery of recreation



services. The BCRPA has proved an invaluable resource for municipal recreation service providers throughout the COVID-19 pandemic.

Mother’s Day Event

On Saturday, May 8th, the UNA hosted a virtual event to celebrate Mother's Day. The event was hosted by an art educator and the activity involved making an Abayomi, a traditional African rag doll, made solely through knots. Kits were pre-arranged for families to pick up prior to the virtual event. In total 10 families attended the 90-minute session.

Personal note of gratitude

As this will be my last UNA Board meeting, as an employee of the UNA, I would like to extend my deepest thanks and appreciation to the UNA Board of Directors and my UNA staff colleagues. It has been a great honour to serve the UNA community, along side of all of you, for the past nearly eight years as both a Youth Program Coordinator and Recreation Manager. The professional skills that I have acquired at this organization have been exceptional and I hope to continue to make a positive impact in community recreation services and beyond.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

1. Andrew Clements, Recreation Manager
2. Athena Koon, Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: May 11, 2021
Meeting Date: May 18, 2021
From: Wegland Sit, Operations Manager
Subject: UNA Landscape Management Plan Scope

Background

The University Neighbourhoods Association (UNA) Board of Directors instructed UNA staff to explore potential solutions to address noise and sustainability issues associated with landscaping power equipment at the September 2020 board meeting.

UNA staff reported back to the Board at the November 2020 board meeting with an overall plan to address landscaping in the UNA, including items to address immediate noise concerns, as well as a longer-term plan to create a UNA Landscape Management Plan.

The Board supported this process, directing staff to come back to the Board with a proposal to work with an external consultant on the development of a UNA Landscape Management Plan.

The proposed components of a UNA Landscape Management Plan are presented for Board review. Once the Board has had a chance to provide input, staff will issue a Request for Proposals (RFP) for the creation of a UNA Landscape Management Plan.

Decision Requested

For information

Discussion

The design of public spaces, landscape design approval and permitting process for landscaping in the UNA neighbourhoods are performed and fall under the authority of UBC. UNA landscaping responsibility is outlined in the Neighbours' Agreement 2020 (NA 2020). Landscaping services are part of the Municipal Like Services outlined in the agreement. The UNA is responsible for the operation, maintenance, repair, and replacement of landscaping within the Neighbourhood Housing Area.

UNA has a service agreement with UBC Properties Trust (UBCPT), where UBCPT will provide management services on behalf of the UNA regarding the provision of the "Municipal Like Services" provisions in Neighbours' Agreement. As part of this service

agreement, UBCPT is responsible to provide service and manage landscaping across all five UNA neighbourhoods.

Under the current landscape planning process, due to the UNA governance structure, the UNA has very limited engagement during the initial public space landscaping design and the final permit approval process; however, the UNA is responsible for the maintenance of landscaping as part of municipal services.

Since landscaping is a significant part of the UNA's operations, there is a missed opportunity to align UNA's operations with UBC policy, to reduce environmental impact, to increase biodiversity support, to reduce costs, and to increase community wellbeing. As a significant portion of the UNA's operational budget, it would be beneficial to have standards to guide the operations and practices of the multiple landscaping companies throughout the UNA neighbourhoods.

Landscape Management Plan

A Landscape Management Plan will provide a framework to ensure a consistent approach to landscaping management and will embed sustainability measures into operations.

The development of a comprehensive Landscape Management Plan will require considerable research and engagement with UBC and UBCPT to review current planning and service delivery standards. This work will necessitate the engagement of outside consultants, which will take place through a RFP process.

Since the UNA Landscape Management Plan will cover a wide variety of disciplines, it is expected that our key external consultant will need to engage other subject matter experts. Hence, UNA staff expect to work with a lead consultant, who will also function as a project lead or project manager for sub-components to ensure the timely delivery of the project.

UNA staff target to have the RFP in place and submit it to market before the end of June 2021.

Preparation for and distribution of Request for Proposal (RFP)

Phase 1 – Initial Information Gathering & Distribution of RFP

The initial phase of the Landscape Management Project will be completed by UNA staff. UNA staff will start by gathering existing information for use in the preparation of the RFP – including working closely with UBC and UBCPT to better understand existing planning processes and engaging with UNA landscape sub-contractors to compile a list of services schedules procedures and service agreements across all five UNA neighborhoods service area. Landscape mapping will also be required at this stage of the project to evaluate the current practices and procedures in a geographical context.

This work will assist the consultant to help identify gaps that exist in our current setup, confirm our key priorities, and verify the guiding principles that drive the next phase of this project.

Key Milestone: RFP submitted to the market in June and a successful consultant to be selected by September 2021.

Phase 2 – Research and Assessment

The UNA Landscape Management Plan will serve as the overarching framework to embed sustainability into UNA's landscape operations. While strategies developed under Phase 2 will form the core of the UNA Landscaping Plan.

The focus in Phase 2 will rely on the consultant group to do a deep dive into the policy development and produce underlying strategies that are going to support the overarching landscaping plan.

Phase 2 of the UNA Landscaping Plan will do a cross-neighbourhood landscape management plan to address the areas of concern listed below.

Areas of Concern:

1. UNA Public Realm and Park Spaces Planning Processes
 - a. Explore and review UBC Planning processes, identify opportunities to enhance UNA engagement level that will affect UNA public realm and park spaces planning.
 - b. Explore and identify interlace opportunities within the UBC planning processes that will affect UNA landscaping and operations.
 - c. Explore opportunities for process realignment between the UNA and UBC to ensure recommendations formulated are feasible and can be successfully adopted in the future.
2. Lawn and Landscaping Maintenance
 - a. Equipment power source and adopting new technology
 - b. Emissions and particulate matter from gas-fueled equipment
 - c. Water-use and conservation
 - d. Noise Pollution
 - e. Sustainability landscaping measurements and selection matrix
3. Pesticide and Herbicide Control
 - a. Best practices
 - b. Application and reporting
 - c. Risk management

4. Invasive Species
 - a. Identification and removal of invasive species
 - b. Intentional planting of invasive ornamentals
5. Native Species and Biodiversity
 - a. Planting palette and selection
 - b. Non-native ornamentals
 - c. Pollinator habitat
 - d. Drought resistant or low-maintenance plant selection
6. Urban Forest Management
 - a. Tree management strategy that includes trees located in the public realm:
 - i. Street and Park Spaces
 - ii. Natural areas near Pacific Spirit Park and Rhodo Wood
7. A Cost-Benefit Analysis
 - a. Built into the policy development processes. This analysis will compare and measure the following factors:
 - a. Environmental benefit
 - b. Social benefit
 - c. Cost of implementation and operation
 - d. It should also provide a solid implementation budgeting schedule. The objective will be to enable the UNA to build and plan out an accurate 5 year financial forecast for new landscaping operations.

Key Milestone: The first draft of the UNA Landscaping Management Plan targeted to be developed and available for review by early 2022. The Landscape Management Plan will come to the Board for approval.

Phase 3 – Policy Development, Implementation, Maintenance, Financial Planning

The final phase of the Landscape Management Plan exercise is to implement the recommendations contained within the Landscape Management Plan.

We expect any new procedures, requirements and policy will be implemented in a phased approach. The overall objective is to integrate new requirements with minimal impact to current planning processes and current landscape operators. UNA staff believes early engagement with UBC and UBCPT in Phase 1 and Phase 2 should yield a positive result to generate buy-in and smoothen out the implementation and maintenance strategy in Phase 3.

Key Milestone: Implementation of the new UNA Landscaping Management Plan expected to begin in Spring to Summer 2022. Implementation expected to be in a phased approach, with the intention to align with UNA’s on-going budgeting as well as long-term financial forecasting processes.

Financial Implications

The Landscape Management Plan is a budgeted item for fiscal year 2021-2022 as part of the consulting line item. Based on interviews with landscaping consultants, the cost of UNA Landscaping Management Plan development ranges from \$25,000.00 to \$45,000.00. The UNA staff expect it will be fully covered by the budgeted line item.

Long-term financial implications and cost-benefit study will be included as part of Phase 2 studies under the Policy Development.

Operational Implications

Creation of the Landscape Management Plan will require significant staff involvement. The involvement in Phase 1 and Phase 2 of the project will involve working with the consultants and acting as the intermediary between UBC, UBCPT and the UNA.

Phase 3 will involve moving forward with the recommendations from the plan, and the implementation of new strategies. Phase 3 may also include potential new policy development as part of Phase 2 recommendations. Again, this will involve significant UNA staff involvement as well as changes to processes and procedures, including agreements, operations procedures, and required updates as a result of the new Landscape Management Plan.

UNA staff is committed to work closely with all main stakeholders (e.g. UBCPT, UBC C&CP) and with all our landscape subcontractors to facilitate a smooth and gradual transition to any new processes.

Strategic Objective

Community/Stakeholder Relations

Attachments

No Attachments



Concurrence

1. Julia Gellman, Sustainability Specialist
2. Athena Koon, Finance Manager

Respectfully submitted,

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Wegland Sit
Operations Manager

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Sundance Topham
Chief Administrative Officer



Report Date: May 7, 2021
Meeting Date: May 18, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: Joint Financial Task Force – UBC Financial Support Letter

Background

At its December 16, 2020 meeting the Joint Financial Task Force (JFTF) recommended a suite of short-term financial support items to help the UNA with its 2021-2022 budget. The attached agreement letter, which has been reviewed and recommended for approval by the Finance and Audit Committee, formalizes the financial support from UBC.

Decision Requested

THAT the Board approve the proposed Financial Support Agreement between the UNA and UBC dated May 5, 2021 and authorize the Chair to execute the agreement.

Discussion

The Joint Financial Task Force met a number of times in late 2020 to review the financial health of the UNA. As part of this work the JFTF reviewed an updated 5-year UNA Financial Model, as well as the impact of the cessation of the Community Services Grant and other UBC funding support on the UNA's short-term financial position.

At the December 16, 2020 meeting the JFTF recommended a suite of short-term financial support items to assist the UNA in balancing its 2021-22 budget. These items are as follows:

- A UBC Athletics Fee reduction from 15% to 7.5% of the Neighbours Levy
- UBC Properties Trust (UBCPT) Fire Service Landscaping Credits for 2021-22 amounting to \$330,000
- The elimination of access fees paid to the Museum of Anthropology, the Botanical Gardens and the UBC Library, totalling \$30,000
- Support for the carry-forward of the 2020-21 UNA budget surplus to the 2021-22 fiscal year

A further item of assistance that was confirmed after the December 16, 2020 JFTF meeting was that UBC will not reimburse itself from the Neighbours' Fund for administering the Services Levy and conducting an audit of the fund for its 2021-2022 fiscal year.

The attached Financial Support Agreement notes that in return for this support, the UNA agrees to pay UBC the amount by which the UBC Athletics Access Fee is reduced –



subject to the consideration that if a new basis is recommended by the JFTF and accepted by UBC and the UNA, and the new basis would produce a UBC Athletics Access Fee for the UNA’s 2021-2022 fiscal year that is less than 15% of the Neighbours’ Levy, that lower fee will be used in determining the amount by which the UBC Athletics Access Fee for 2021-2022 has been reduced.

For example, if the new UBC Athletics Access Fee for the 2021-22 fiscal year is set in a manner that results in a total that was the equivalent of 8.5% of the Neighbours Levy, the amount owing to UBC would be the difference between the new equivalent level set (in this case 8.5%) and the 7.5% (along with any adjustments as noted to account for community access fees paid by the UNA to the Museum of Anthropology and the Botanical Gardens – (the “Debt”).

The Debt would be due at the end of the UNA’s earliest fiscal year for which it is reasonable to conclude that payment of the Debt in full would not result in the UNA incurring a deficit for the year or increasing the amount of a deficit that would otherwise be incurred.

Interest will accrue on the Debt, but will be forgiven by UBC as per the process as outlined in the Financial Support Agreement letter.

Financial Implications

None

Operational Implications

None

Strategic Objective

Participation in the Joint Financial Task Force ties in directly with the UNA Strategic Priority of Financial Sustainability.

Attachments

- 1. Schedule A – UNA Draft – UBC Financial Support for the UNA’s 2021-22 Budget – Dated May 5, 2021

Concurrence

- 1. Athena Koon, Finance Manager



UNIVERSITY
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ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer

[Final Version: May 5, 2021]

Richard Watson
Chair, Board of Directors
University Neighbourhoods Association
#202-5923 Berton Ave.
Vancouver, BC V6S 0B3

Sent via email: richard.watson@myuna.ca
CC: Sundance.topham@myuna.ca
Michael.white@ubc.ca

Subject: UBC Financial Support for the UNA's 2021-2022 Budget

Dear Mr. Watson,

UBC and the UNA share a commitment to the long-term success of UBC's campus residential neighbourhoods, including the cost-efficient delivery of municipal-like services. As part of this commitment, UBC and the UNA are working collaboratively to ensure the financial health of the UNA in relation to external financial pressures and the impacts of COVID-19.

In response to these budgetary challenges, the UBC-UNA Joint Financial Task Force (JFTF) was reconvened in September 2020 to discuss and make recommendations in regard to the long-term financial health of the UNA. The JFTF's work included an update to the UNA 5-year Financial Model to allow for updated assumptions and to improve accuracy in budget forecasting. This model update informed the JFTF's discussions and recommendations in consideration of the expiration of the Community Services Grant, the Fire Protection Offset, and other UBC funding arrangements as well as the impacts of COVID-19 on the 2021-2022 UNA budget.

We appreciate the UNA's ongoing effort in working with the other JFTF members to ensure long-term financial stability of the UNA and neighbourhood service delivery. I also want to acknowledge the UNA's immediate actions taken to reduce expenses and enhance operational efficiencies in response to the budget deficit that is forecasted for 2021-2022.

As you are aware, at the December 16, 2020 meeting, the JFTF recommended that UBC and UBCPT continue financial support for the UNA in 2021-2022. Specifically, UBC and UBCPT have been asked to provide financial support in the form of:

1. A reduction in the UBC Athletics Access Fee from 15% to 7.5% of the Neighbours' Levy;
2. UBCPT Fire Service Landscaping Credits amounting to \$330,000; and
3. The elimination of fees for residents of the UBC neighbourhoods who have a UNA card to enter the Museum of Anthropology and the Botanical Gardens and the elimination of a charge for UBC Library cards for qualifying residents, which support is assigned a value of \$30,000.

In addition to this support, UBC is being asked to allow the UNA to carry over the UNA's 2020-2021 surplus to partially fund the 2021-2022 anticipated deficit rather than transferring the surplus to a reserve account or paying the surplus to UBC.

UBC confirms that the UNA's 2020-2021 surplus may be retained by the UNA and that the financial support described in points 1 to 3 above will be provided. Furthermore, UBC will not reimburse itself from the

Neighbours' Fund for administering the Services Levy and conducting an audit of the fund for its 2021-2022 fiscal year.

In return for this support, the UNA agrees to pay UBC the amount by which the UBC Athletics Access Fee is reduced, subject to the adjustment described below, plus \$3,286 (which equals the \$30,000 value assigned to the elimination of fees referred to in point 3 above minus the requested reimbursement referred to in the next paragraph) (the "**Debt**"). The Debt is due at the end of the UNA's earliest fiscal year for which it is reasonable to conclude that payment of the Debt in full would not result in the UNA incurring a deficit for the year or increase the amount of a deficit that would otherwise be incurred. In lieu of paying the Debt, the UNA may agree that UBC can withdraw the amount of the Debt from the Neighbours' Fund, in which case the Debt is extinguished. Simple interest will accrue on the Debt each fiscal year of the UNA, at the prime lending rate of UBC's principal bank determined at the end of the year. UBC will forgive (i) the interest for each fiscal year before the fiscal year in which the Debt becomes due, and (ii) if the Debt is paid or the UNA agrees to a withdrawal from the Neighbours' Fund no later than two months after the end of fiscal year in which the Debt becomes due, all outstanding accrued interest.

In its letter to UBC dated August 12, 2020, the UNA requested reimbursement for \$26,714 paid by the UNA to the Museum of Anthropology and the Botanical Gardens in respect of access fees for residents. This reimbursement is being provided by being subtracted above in determining the amount that the UNA is required to pay UBC. (The amount of \$30,462 stated in the letter is incorrect and has been adjusted to reflect a total of \$16,215 paid to the Museum of Anthropology and \$10,499 paid to the Botanical Gardens.)

With the acute financial pressures addressed, the JFTF will shift focus to the long-term financial health of the UNA, including the 5-year plan. In particular, the JFTF will discuss options to limit or decrease the significant expenses of the UNA to address the future deficits projected by the model. In addition, the JFTF will review the basis for determining the UBC Athletics Access Fee. If a new basis is recommended by the JFTF and accepted by UBC and the UNA, and the new basis would produce a UBC Athletics Access Fee for the UNA's 2021-2022 fiscal year that is less than 15% of the Neighbours' Levy, that lower fee will be used in determining the amount by which the UBC Athletics Access Fee for 2021-2022 has been reduced.

Once the JFTF recommendations have been implemented, we expect the UNA will be in a better financial position. These are all positive steps to securing the financial health of the UNA for the benefit of residents and other stakeholders.

Thank you for the UNA's commitment to continue this collaboration. To confirm the UNA's agreement with the foregoing, please sign below.

Yours truly,

Peter Smailes
Vice-President, Finance & Operations
The University of British Columbia

Acknowledged and agreed to on behalf of the University Neighbourhoods Association the ____ day of _____, 2021 by:

Richard Watson, Chair
University Neighbourhoods Association



Report Date: April 30th, 2021
Meeting Date: May 18th, 2021
From: Athena Koon, Finance Manager
Subject: Fiscal 2020-2021 Financial Results (Preliminary)

SUMMARY

UNA ended the fiscal year on March 31st 2021. This report is to provide a preliminary outlook of our fiscal 2020/21 result. Please note this result is only preliminary for reference purpose and will be subject to changes of any year end audit adjustments.

Revenue

- Total Neighbours Levy was 95% compared to budget – but the lower total was offset by reduced fire services fees and other contributions, and at the end was very close to budgeted total.
- Recreation and Culture Revenue was impacted by the pandemic and the total year end overall revenue was significantly lower than budget, only 19% versus budget.
- Parking revenue was impacted by COVID with less rental residents on site resulting in only 51% of budgeted parking revenue.
- Total revenue from government subsidies - Canada Emergency Wage Subsidy (CEWS) - was close to \$700K for the fiscal year. This amount offset the overall recreation revenue loss.
- Total funding sources and revenue at the end of the fiscal year was around 90% comparing to the budget.

Expenditures

- Engineering and Operations Services reached 90% of budget. The variances mainly came from lower parking management costs for projects on hold due to COVID and a mild winter leading to lower snow removal actual cost.
- Recreation and Culture Services expenditures were significantly lower than budgeted - reaching only 63%. This was mainly due to the pandemic impacts on the recreation centres and programs as well as the COVID cost reduction strategy.
- Total General Operation Services expenses were also much lower than anticipated. The overall costs were only 78% of budget. One of the key factors was budgeted insurance cost of \$130K which the UNA has not finalized and no payment has been made in the fiscal year of 2020/21 yet.
- Total expenditures at the end of the fiscal year were around 72% comparing to budget.
- The preliminary result for fiscal 2020/21 is expected to be around \$1M surplus.



DECISION REQUESTED

For Information

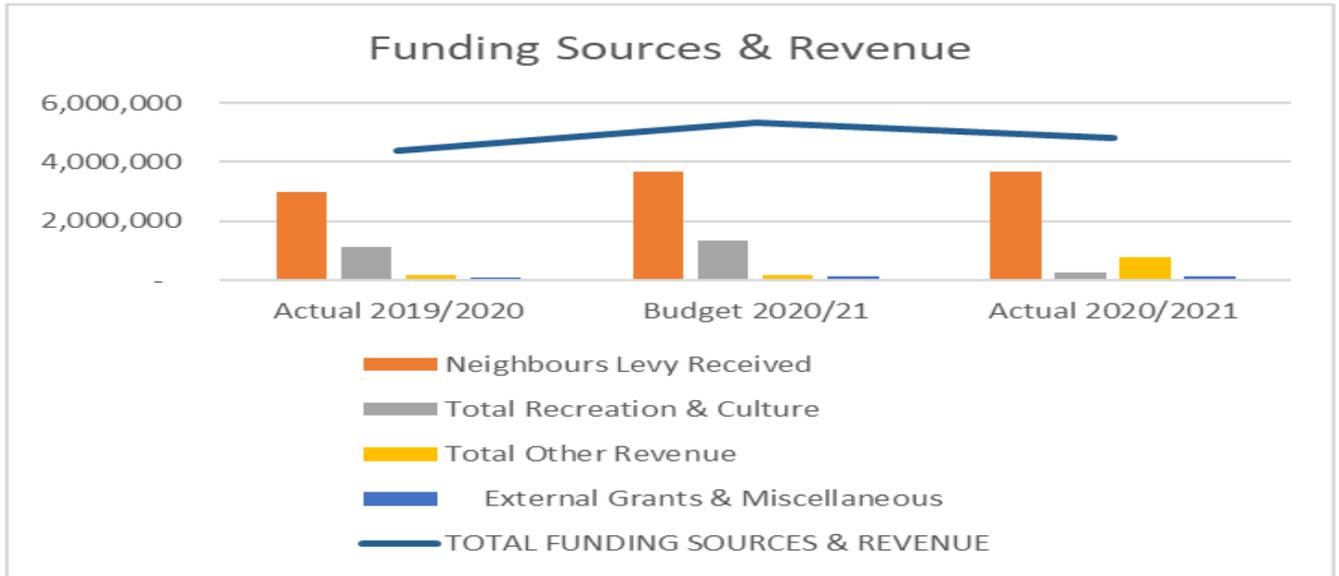
	2020-21 BUDGET	% YTD Act/Bud	Year to Date:	
			Actual	Prior Year
FUNDING SOURCES				
Neighbours Levy (Service Levy & GMSL)	5,993,640	95%	5,689,051	4,710,785
Contributions to Reserves (Outgoing Funds)				
Infrastructure Replacement Fund	(143,847)	95%	(136,537)	(113,059)
Capital Replacement Fund	(71,924)	95%	(68,269)	(56,529)
Rate Stabilization Fund	(59,936)	95%	(56,891)	-
UNA/VSB Playing Field Replacement Reserve	(180,000)	33%	(60,000)	(60,000)
Community Access Supplemental Reserve	-		-	-
Total Contributions to Reserves	(455,707)	71%	(321,696)	(276,696)
Deductions				
Engineering & Operations Services				
Water & Sewage	(536,020)	100%	(536,020)	(441,631)
Fire Services Fee	(1,354,735)	90%	(1,215,206)	(1,188,674)
Total Engineering & Operations Services	(1,890,755)	93%	(1,751,226)	(1,630,305)
Recreation & Culture Services				
Athletics Access Fee	(449,523)	95%	(426,679)	(353,309)
General Operation Services				
GST (unrecoverable: Neighbours Levy less UBC Costs & Contributions to Reserves)	(61,493)	100%	(61,358)	(46,703)
Total Neighbours Levy & Reserves	3,136,162	100%	3,128,092	2,403,772
Transfers from Reserves (Incoming Funds)				
Contingency Reserve	29,196	100%	29,196	80,002
Community Access Supplemental Reserve	500,000	100%	500,000	500,000
Total Transfers from Reserves	529,196	100%	529,196	580,002
Total Neighbours Levy & Reserves Available	3,665,358	100%	3,657,288	2,983,774
REVENUE				
Neighbours Levy Received	3,665,358	100%	3,657,288	2,983,774
Recreation & Culture				
Wesbrook Community Centre	381,294	7%	25,669	271,725
Old Barn Community Centre	123,678	33%	40,411	108,586
Programming	776,667	20%	155,192	573,458
Playing Fields & Park Rentals	82,770	41%	34,295	161,101
Total Recreation & Culture	1,364,409	19%	255,567	1,114,870
Other Revenue				
Parking	140,251	51%	71,792	118,739
Miscellaneous	21,901	133%	29,029	56,503
Government Subsidy and CEWS	-		695,917	-
Total Other Revenue	162,152	491%	796,738	175,241
Grants & Other Funding				
External Grants & Miscellaneous	155,758	79%	122,780	102,996
TOTAL FUNDING SOURCES & REVENUE	5,347,676	90%	4,832,372	4,376,881



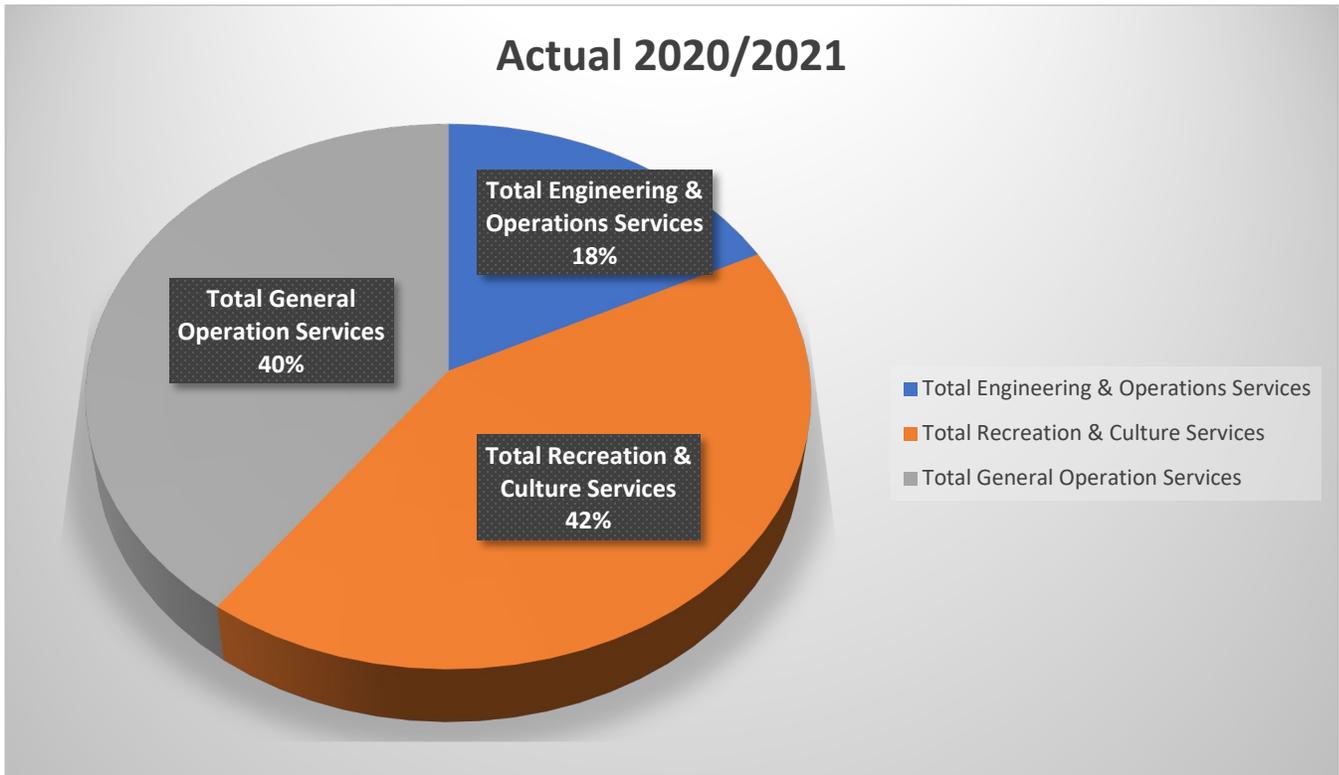
	2020-21 BUDGET	% YTD Act/Bud	Year to Date:	
			Actual	Prior Year
EXPENDITURES				
Engineering & Operations Services				
Parking & Emergency Management	143,695	79%	113,104	112,995
General Maintenance	10,000	129%	12,931	
Common Area Maintenance Fees				
Landscaping	301,484	99%	298,575	266,017
Road, Gutter and Sidewalk Maintenance	23,042	43%	9,906	19,414
Streetlights	54,687	68%	37,460	34,161
UBCPT Management Fees	63,000	127%	80,000	80,000
Electricity	106,982	64%	69,002	63,068
Other Common Area Maintenance Costs	62,621	83%	51,759	67,328
Common Area Maintenance 1	-	-	-	(15,922)
Total Engineering & Operations Services	765,510	88%	672,737	627,061
Recreation & Culture Services				
Fields	17,800	100%	17,819	15,183
Wesbrook Community Centre	510,100	80%	406,608	336,297
Old Barn Community Centre	230,945	60%	137,932	169,898
Recreation Salaries & Benefits	1,029,692	62%	642,853	900,020
Programming	605,718	41%	248,896	510,049
Community Access	121,800	114%	138,379	120,935
Community Support	42,800	74%	31,692	24,985
Total Recreation & Culture Services	2,558,855	63%	1,624,180	2,077,366
General Operation Services				
Administration Salaries & Benefits	1,038,985	89%	928,836	880,105
Sustainability	23,100	43%	9,818	14,356
Professional Fees	177,000	85%	149,851	101,293
General Operating Services	403,738	66%	265,256	483,314
Communications	200,000	56%	112,116	125,672
Public Engagement	114,000	54%	61,235	65,131
Total General Operation Services	1,956,823	78%	1,527,113	1,669,871
Contingency (2% on Engineering & Ops and Recreation & Culture)	66,487	0%	-	-
TOTAL EXPENDITURES	5,347,676	72%	3,824,030	4,374,297
BALANCE SURPLUS (OR DEFICIT)	(0)		1,008,343	2,584

These supplementary notes are provided to assist as background information for the fiscal year end 2020/21 financial statements.

Actual comparing to Prior year and Actual Revenues

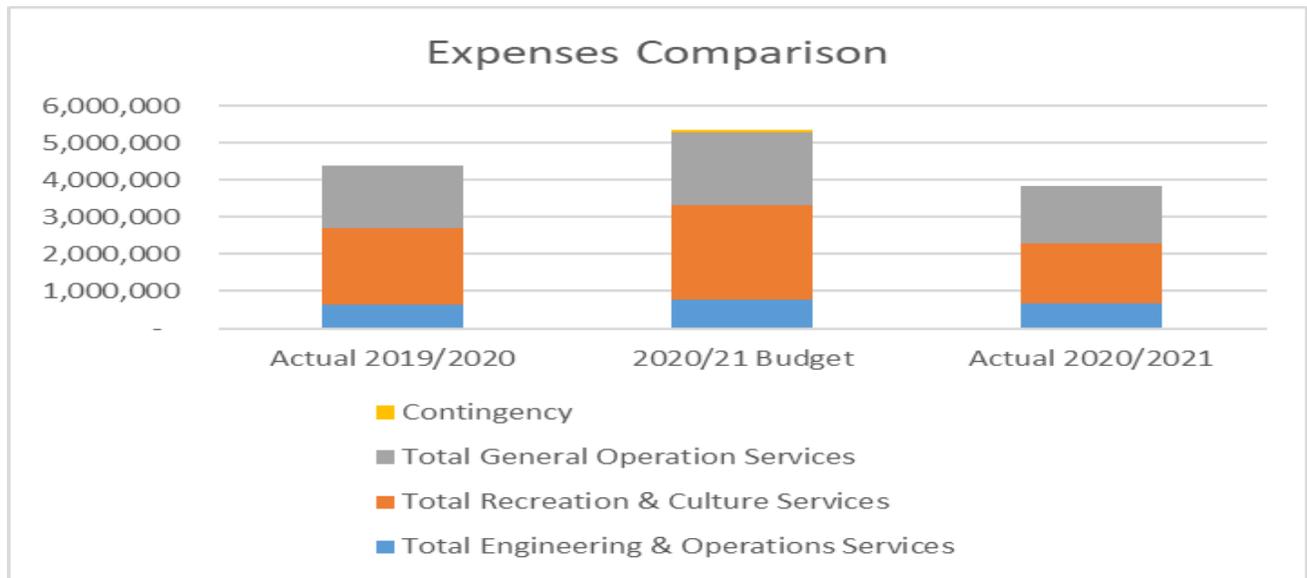


Actual Expenses for Fiscal 2020/2021





Total Expenses Comparison:



Cheques issued for Vendors over 100K for the fiscal year:

Vendor	Sum of Amout	Category of Payment
UBC Properties Trust	\$ 562,657.80	Common Area Maintenance
CRA	\$ 117,412.79	GST
Vancouver Public Library	\$ 116,600.00	Community Access
Commissionaires BC	\$ 109,899.35	By-Law Enforcement

Vendors had cheques Issued to them over 25K for the 4th Quarter:

Vendor	Q4 Total	Payment Date	Cheque#	Amount	Comment
UBC Properties Trust	\$137,273.34	02-02-2021	5888	56,508.37	Common Area Maintenance
		02-08-2021	5912	38,033.89	Common Area Maintenance
		03-08-2021	5943	42,731.08	Common Area Maintenance
CRA	\$ 31,319.62	01-18-2021	Cash	31,319.62	GST
Tricom Building Maintenance Ltd	\$ 30,960.03	01-18-2021	5866	1,186.93	Janitorial
		01-18-2021	5876	9,133.08	Janitorial
		02-02-2021	5896	10,320.01	Janitorial
		03-08-2021	5945	10,320.01	Janitorial
Commissionaires BC	\$ 25,585.64	01-18-2021	5863	3,135.72	By-Law Enforcement
		01-25-2021	5886	2,735.41	By-Law Enforcement
		02-08-2021	5902	3,936.32	By-Law Enforcement
		02-22-2021	5925	3,936.32	By-Law Enforcement
		03-08-2021	5949	3,775.67	By-Law Enforcement
		03-23-2021	5963	4,204.71	By-Law Enforcement
		03-31-2021	5988	3,861.49	By-Law Enforcement



Financial Implications

For Information

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon', written over a horizontal line.

Athena Koon
Finance Manager

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

Sundance Topham
Chief Administrative Officer



Report Date: May 11th, 2021
Meeting Date: May 18th, 2021
From: Andrew Clements: Recreation Manager
Subject: UNA Facility Users Code of Conduct Policy

Background

The University Neighbourhoods Association requires a Facility Users Code of Conduct Policy. The presented policy has been developed through an investigation of best practice and similar Code of Conduct Policies utilized by neighbouring municipalities including City of New Westminster, City of Vancouver, and UBC Athletics and Recreation.

The policy was originally submitted on April 6th to the Governance and Human Resource Committee (GHR) and then forwarded to the UNA Board of Directors (BOD) for consideration. The UNA BOD recommended revisions - including grammatical corrections and consideration to include language that correctly captures some of the past facility users conduct violations. The suggestions have been incorporated in a revised Facility Users Code of Conduct Policy, along with additional information to clarify use of common areas at the Wesbrook and Old Barn Community Centres.

The revised version was sent to the GHR on May 4th for discussion. Further revisions suggested by the GHR included revisions of language to accurately express encouraged and prohibitive user behaviours, clarification on alcohol use in the facility, and a consolidation of the procedures involved in staff's reporting of a code of conduct violation. The UNA GHR Committee recommended that the UNA BOD approve the proposed UNA Facility Users Code of Conduct.

Decision Requested

THAT the Board approve the proposed UNA Facility Users Code of Conduct Policy.

Discussion

Over the years, several incidents involving community centres user's behaviour have been observed and documented by UNA Staff. For instance, an incident involving a participant in our drop-in basketball program occurred on December 10th, 2019 in which the participant removed his pants to put on his shorts in the gymnasium. In doing so he inadvertently exposed his backside, which was observed from the fitness centre window above the gymnasium, by one of our fitness attendants on duty.

Furthermore, a second similar instance was recorded in the same week on December 16, 2020 by the same employee. In both cases the individual at fault was notified that their actions were unacceptable, to please use the changing rooms when changing, and that they would be suspended from the facility if their behaviour contributed to any further incidents. The above-described instances are two of several that have occurred in our centres that warrant a policy that staff can enforce as necessary.

The presented policy has been developed through an investigation of best practice and similar Code of Conduct Policies utilized by neighbouring municipalities including City of New Westminster, City of Vancouver, and UBC Athletics and Recreation. Draft versions of this policy have been circulated to UNA Management for initial feedback and suggestions as well as to the UNA Recreation Department core staffing complement. Feedback and revisions have been integrated into the proposed policy attached.

Key Areas of Proposed Policy

- 1) This policy clearly identifies the UNA's expectations as it relates to user's behaviours, emphasizing the necessity to treat each other with respect, courtesy, and fairness.
- 2) Specifically addresses the issues outlined in the discussion of this document including misuse of common areas and change rooms.
- 3) Provides encouraged and prohibitive behaviours of staff and patrons.
- 4) Provides actions to be taken by staff when the Code of Conduct Policy has been violated.
- 5) Outlines consequences to users for violation of Code of Conduct Policy.
- 6) Provides staff instructions on how to document an incident.

Financial Implications

There will be minor costs associated with erecting signage in UNA facilities. These costs will be covered through the existing UNA budget.

Operational Implications

This policy will give staff the necessary means to enforce the Code of Conduct and limit unwanted behaviour in UNA facilities.



Strategic Objective

Operational Capacity

Attachments

1. UNA Facility Users Code of Conduct Policy – Code of Conduct Policy Draft v2

Concurrence

1. Glenda Ollero, Communications Manager
2. Wegland Sit, Operation Manager

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Andrew Clements', written over a horizontal line.

Andrew Clements
Recreation Manger

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

Sundance Topham
Chief Administrative Officer



SUBJECT:	UNA Facility Users Code of Conduct Policy	POLICY #02-08
CATEGORY:	Human Resources	
AUTHORITY:	Board of Directors	
ADOPTED:	May 2021	
AMENDED:		
REVIEWED:		

Purpose

This Code of Conduct will provide Users with clear expectations on acceptable and unacceptable behaviors while availing of UNA Services or while using UNA Spaces. Code of Conduct violations will result in consequences outlined herein.

Scope

This policy applies to all UNA Staff and Users of UNA facilities. This policy is enforceable by all Staff; however, it will be the responsibility of Users to support this policy, and further, report any Code of Conduct violations to Staff for action.

Policy Statement

The University Neighbourhoods Association (UNA) is committed to offering Users and Staff a positive, respectful, and inclusive environment. Creating this environment for both Users and Staff is imperative to guiding all UNA Departments towards achieving our purpose of developing a healthy and vibrant community.

Definitions

Common Areas – Common Areas at Wesbrook Community Centre include the lounge, hallways, the Senior and Teen Centre. The Common Areas at the Old Barn Community Centre include the Living Room, John Young Room and the foyer on the second floor.

Department – means all UNA Departments including Recreation, Administration, Operations and Communications.

Equipment – means any Equipment owned by the UNA or used by contract instructors for the delivery of programs, e.g., gym Equipment, fitness centre Equipment, program supplies etc.

Services – means any paid or free activities or courses offered by the UNA.

Spaces – means any UNA space (i.e., recreation facility, office building, park, field, etc.) where people can freely enter to engage with the UNA and participate in structured or unstructured activities.

Staff – means any UNA employee or volunteer.

User(s) – means anyone accessing UNA facilities or participating in free or paid programs offered by the UNA that take place on or off UNA property.

Code of Conduct

The UNA's goal is to provide a safe, welcoming, and respectful environment for Users and Staff. All Users are expected to:

- Treat each other with respect, courtesy, and fairness.
- Respect everyone regardless of diversity or ability.
- Use the facility and Equipment in a safe and appropriate way.

The UNA encourages users to:

- Conduct yourself in a manner that is respectful to other patrons, participants, and Staff.
- Respect all UNA property and the property of patrons. Please check with Staff before using any Equipment and/or rooms.
- Follow all posted rules, written and/or verbal program specific rules, and/or the request of a Staff person.
- Maintain orderly and safe entry/exit areas and do not loiter in high traffic areas including doorways, aisles, and stairways.
- Limit active play to appropriate areas.
- Clean-up after yourself, including putting all waste and recyclables in the proper receptacles.

Prohibited behaviours include:

- Use of profanity or demeaning language, intimidation, taunts, teasing, or ridicule that results in abusive or harassing language or behaviour.
- Use of tobacco or vaping in any form.
- Using drugs or any other intoxicating substance while at the facility or being under the influence of such substances while using the facility. Alcohol is only permitted for UNA approved bookings with a valid liquor license.
- Playing personal audio equipment at a volume that disturbs others.

- Riding bicycles or scooters, skating or skateboarding inside the facility or leaving these items unattended.
- Using cell phones or taking any photos while in the restrooms, locker rooms or change rooms.
- Changing in an area of the facility that is not a restroom, locker room or change room.
- Misuse of Common Areas - including private tutoring or other activities for which a fee is charged.

Signage will be placed in Department facilities and on the UNA website to outline expectations and procedures in relation to Code of Conduct violations. Staff reserve the right to ask Users who are in violation of any of the terms of Code of Conduct to leave the facility or area immediately.

Code of Conduct Violations

Staff will respond to Code of Conduct violations by:

1. Identifying the individual(s) or group(s) involved.
2. Confirming the Code of Conduct violation(s), extent, and context by all means available.
3. Documenting violation(s) on the [UNA Incident Report](#) and adding alert notifications to the UNA Recreation Membership Management System.
4. Responding to violator(s) based on severity and/or frequency of the violation(s) or escalating the matter to Management or UBC RCMP Detachment.
5. Follow up with an email to their supervisor or manager to make sure that they are aware of the incident being reported.

All incidents are reviewed by the Health and Safety Committee during monthly meetings to ensure that the proper response has been warranted.

Code of Conduct violators may be subject to one or more of the following actions and/or conditions:

1. Restricted access to UNA Service(s) or Spaces.
2. Loss of admission, registration, membership, rental and/or rental deposit fee(s)
3. Temporary or permanent restriction of rental bookings.
4. Requirement to compensate the Department for intentional damage or destruction of UNA Spaces.

Appeals related to the above actions and conditions can be made in writing to the Department manager or designate. If unresolved, the appeal will be escalated to the UNA's Chief Administrative Officer.

Related Documents and Legislation

The following policies support the UNA Facility Users Code of Conduct policy and/or provide additional clarity with User, visitor or Staff behavior expectations and rights:

- 02-3_Policy_HR-3-Discrimination_harassment_bullying_September 2020
- 03-2_Policy_Recreation_Community Centres Rental

DRAFT



Report Date: May 10, 2021
Meeting Date: May 18, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: Designated Building Agreements

Background

The Neighbours Agreement 2020 (NA2020) contemplates that the UNA may from time-to-time enter into Designated Building Agreements (DB Agreements) with UBC. These DB Agreements would provide individuals living in the Designated Buildings the rights prescribed within – including the ability to access the perks afforded UNA residents who hold a valid UNA Card.

There are two DB Agreements attached for Board consideration – one for the Central Building and one for the Focal Building – both of these buildings are located on University Boulevard next to the Robert H. Lee Alumni Centre.

Decision Requested

1. THAT the Board approve the attached Designated Building Agreement Central and authorize the Chair to execute the agreement.
2. THAT the Board approve the attached Designated Building Agreement Focal and authorize the Chair to execute the agreement.

Discussion

Section 3.5 of NA2020 contains the following information in relation to DB Agreements:

3.5 Designated Buildings

- (a) It is contemplated that UBC and the UNA may from time to time agree to designate certain buildings on Campus for partial or complete inclusion in or exclusion from the provisions of this Agreement (each such building, a **Designated Building**, and each such agreement, a **DB Agreement**). All DB Agreements must be in writing and at least address the following subject matters:
 - (i) whether the residents of the Designated Building will qualify or be deemed to be Residents;
 - (ii) whether the Neighbourhood Levy collected in respect of the Designated Building will be provided to the UNA, or retained by UBC;

- (iii) whether UBC or the UNA will provide the Municipal-like Services to the Designated Building;
- (iv) whether the Designated Building contains any UNA Amenities or Facilities;
- (v) whether any rules adopted pursuant to Section 6.5 of this Agreement apply to the Designated Building and its residents; and
- (vi) any other subject matter as the parties deem necessary or convenient to address.

Upon execution by the parties, all such agreements shall be noted and appended to Schedule “H” to this Agreement.

- (b) Upon UBC and the UNA entering into a DB Agreement, the provisions of this Agreement will be interpreted to give effect to the DB Agreement. For example:
 - (i) if the residents of a Designated Building qualify for Resident status, the relevant provisions of this Agreement will be read to include the residents of that Designated Building; and
 - (ii) if the equivalent of the Neighbourhood Levy is charged and collected by UBC and provided to the UNA, the provisions of this Agreement related to the Neighbourhood Levy will be read to include such Designated Buildings even if the Designated Building is outside of a Neighbourhood Housing Area.

The attached DB Agreements are identical except for the language pertaining to the individual buildings, and both agreements note the following:

1. The residents of Focal are included as Residents for purposes of NA 2020 and are eligible for UNA membership.
2. UBC will provide all Municipal-like Services to Focal.
3. UBC will deposit the Neighbourhood Levy (both residential and commercial) collected in respect of the Designated Building into the Neighbours’ Fund.
4. Residents of Focal will have access to UNA Facilities and UNA Amenities on the same terms as other Residents.
5. Focal does not contain any UNA Amenities or UNA Facilities.
6. Rules approved pursuant to Section 6.5 of NA 2020 do not apply to Focal or its Residents, except when Residents are within a Neighbourhood Housing Area. *(Section 6.5 pertains to the UNA Board’s role as an advisory board to the UBC Board of Governors – and the subsequent rules with respect to the control and management of parking, traffic, noise, nuisance, and similar matters over which the Board of Governors has authority that may arise as a result of this role.)*



Once approved and executed by both parties the DB Agreements will be appended to Schedule H of NA2020.

Financial Implications

Based on information provided by UBC it is anticipated that entering into the DB Agreements will result in an additional \$113,000 in annual Neighbours Levy for the UNA.

Operational Implications

Staff are working to prepare for the switchover of the Designated Building residents from UTown Cards to UNA Cards. There is also a UNA welcome package that is being prepared along with building specific messaging.

Strategic Objective

None

Attachments

- 1. Schedule A – Designated Building Agreement Central – Dated May 10, 2021
- 2. Schedule B – Designated Building Agreement Focal – Dated May 10, 2021

Concurrence

- 1. Athena Koon, Finance Manager
- 2. Glenda Ollero, Communications Manager

Respectfully submitted,

Sundance Topham
Chief Administrative Officer

**SCHEDULE “H” – APPENDIX-1
DB AGREEMENT - CENTRAL, 6015 UNIVERSITY
BOULEVARD**

BETWEEN:

THE UNIVERSITY OF BRITISH COLUMBIA, a corporation continued under the *University Act* of British Columbia (“**UBC**”)

AND:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION, a society governed by the B.C. *Societies Act* (the “**UNA**”)

UBC and the UNA are parties to the Neighbours’ Agreement 2020 which became effective March 19, 2021 (“**NA 2020**”). Section 3.5 of NA 2020 contemplates that UBC and the UNA may agree to designate certain buildings on Campus for partial or complete inclusion in the provisions of NA 2020. Accordingly, pursuant to Section 3.5 of NA 2020, UBC and the UNA agree with each other as follows:

1. The building located at 6015 University Boulevard that sits on District Lot 3044 Group 1 New Westminster District Except Firstly; Part on Plan 6147 Secondly: Part on Plan 9301 Thirdly; Part on Plan BCP6556 Fourthly: Part on Plan BCP23719 PID 015-891-909 (“**Central**”) is designated for the purpose described in Section 3.5 of NA 2020.
2. The residents of Central are included as Residents for purposes of NA 2020 and are eligible for UNA membership.
3. UBC will deposit the Neighbourhood Levy (both residential and commercial) collected in respect of Central into the Neighbours’ Fund.
4. UBC will provide all Municipal-like Services to Central.
5. Residents of Central will have access to UNA Facilities and UNA Amenities on the same terms as other Residents.
6. Central does not contain any UNA Amenities or UNA Facilities.
7. Rules approved pursuant to Section 6.5 of NA 2020 do not apply to Central or its Residents, except when Residents are within a Neighbourhood Housing Area.

Capitalized terms used herein and not otherwise defined have the meanings ascribed to them in NA 2020.

[REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK]

INTENDING TO BE LEGALLY BOUND, the parties have executed this DB Agreement effective as of _____, 2021.

THE UNIVERSITY OF BRITISH)	UNIVERSITY NEIGHBOURHOODS)
COLUMBIA by its authorized signatories:)	ASSOCIATION by its authorized)
)	signatories:)
))
_____)	_____)
Authorized Signatory)	Authorized Signatory)
))
))
_____)	_____)
Authorized Signatory)	Authorized Signatory)

**SCHEDULE “H” – APPENDIX-2
DB AGREEMENT - FOCAL, 6111 UNIVERSITY
BOULEVARD**

BETWEEN:

THE UNIVERSITY OF BRITISH COLUMBIA, a corporation
continued under the *University Act* of British Columbia (“**UBC**”)

AND:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION, a society
governed by the B.C. *Societies Act* (the “**UNA**”)

UBC and the UNA are parties to the Neighbours’ Agreement 2020 which became effective March 19, 2021 (“**NA 2020**”). Section 3.5 of NA 2020 contemplates that UBC and the UNA may agree to designate certain buildings on Campus for partial or complete inclusion in the provisions of NA 2020. Accordingly, pursuant to Section 3.5 of NA 2020, UBC and the UNA agree with each other as follows:

1. The building located at 6111 University Boulevard that sits on District Lot 4805 Land District 1 Land District 36 Except Plan 9301 SITE D; SRW 20570, PARTS SUBDIVIDED BY PL BCP3309 & BCP30252 (“**Focal**”) is designated for the purpose described in Section 3.5 of NA 2020.
2. The residents of Focal are included as Residents for purposes of NA 2020 and are eligible for UNA membership.
3. UBC will deposit the Neighbourhood Levy (both residential and commercial) collected in respect of Focal into the Neighbours’ Fund.
4. UBC will provide all Municipal-like Services to Focal.
5. Residents of Focal will have access to UNA Facilities and UNA Amenities on the same terms as other Residents.
6. Focal does not contain any UNA Amenities or UNA Facilities.
7. Rules approved pursuant to Section 6.5 of NA 2020 do not apply to Focal or its Residents, except when Residents are within a Neighbourhood Housing Area.

Capitalized terms used herein and not otherwise defined have the meanings ascribed to them in NA 2020.

[REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK]

INTENDING TO BE LEGALLY BOUND, the parties have executed this DB Agreement effective as of _____, 2021.

THE UNIVERSITY OF BRITISH)	UNIVERSITY NEIGHBOURHOODS)
COLUMBIA by its authorized signatories:)	ASSOCIATION by its authorized)
)	signatories:)
))
_____)	_____)
Authorized Signatory)	Authorized Signatory)
))
))
_____)	_____)
Authorized Signatory)	Authorized Signatory)

April 16, 2021

Richard Watson, Chair, UNA Board

University Neighbourhoods Association
#202-5923 Berton Ave
Vancouver, BC V6S 0B3

VIA EMAIL: richard.watson@myuna.ca

Dear Mr. Watson:

Re: Electoral Area A Community Works Fund

As you may be aware, Metro Vancouver receives Gas Tax monies through the Community Works Fund that may be used for eligible projects to benefit Electoral Area A communities (additional information on the Community Works Fund is provided below). To help Metro Vancouver decide which projects would benefit the UNA, UBC, and UEL communities, I would like to invite up to three representatives from the UNA Board to participate in a process to discuss potential projects. I am also reaching out to UNA staff, UBC, and the UEL to request they choose representatives to be part of this process.

Generally speaking, each representative's role in this process will be to liaise with their organization and to provide advice to the Electoral Area Director and Metro Vancouver staff on their organization's views and priorities. There is no remuneration for participating in this process. All decisions on the use of the Community Works Fund are made by the Metro Vancouver (MVRD) Board.

Representatives will be invited to an initial virtual meeting to discuss the terms of reference for their role, the Community Works Fund program, eligible projects, general principles for choosing priority projects, and to identify what project ideas already exist. Additional virtual meetings will be scheduled based on discussions during the initial meeting.

Please email the name of your representative(s) to Marcin Pachcinski, Division Manager, Electoral Area and Environment, at marcin.pachcinski@metrovancover.org at your earliest convenience.

COMMUNITY WORKS FUND

The [Community Works Fund](#) is delivered to all local governments in British Columbia through a direct annual allocation to support local [eligible projects](#). It is one of three program streams arising out of the Renewed Gas Tax Agreement between the Federal Government and Union of BC Municipalities, which delivers the funding to local governments.

Within Electoral Area A, the Community Works Fund is allocated based on community population, as shown in the table below. These are the maximum amounts that will be used for the purposes of discussing potential projects. Additional information will be provided during the initial virtual meeting.

	<i>2016 Population</i>	<i>% Population</i>	<i>\$ Amount (allocated to 2023, inclusive)</i>
UNA/UBC	12,856	79.7%	\$636,703.30
UEL	3,034	18.8%	\$150,188.48
RURAL	243	1.5%	\$11,983.12
Total	16,133	100%	\$798,874.90

[Click here](#) for the staff report describing the previous Electoral Area A projects funded through the Community Works Fund in 2018.

Should you have any questions, please contact Marcin Pachcinski, Division Manager, Electoral Area and Environment, by email: marcin.pachcinski@metrovancover.org or phone: 604.240.0882.

I look forward to your participation in this process so that we can use these funds for the greatest benefit of our communities.

Yours truly,

Jennifer McCutcheon, Chair, Electoral Area Committee

JM/SG/MP

cc: Sundance Topham, Chief Administrative Officer, University Neighbourhoods Association, sundance.topham@myuna.ca

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Examples of Eligible CWF Projects

The following projects have been deemed ineligible uses of Community Works funding:

- Fire halls, fire trucks, emergency operations centres
- City halls, public works buildings and other administrative buildings
- Child care centres
- Social housing
- Seniors care facilities and housing
- Health care related infrastructure
- Small equipment purchases as stand-alone projects
- Feasibility studies and detailed design plans (without additional capital spending)

Infrastructure Projects

Category	Description	Examples
Local Roads, Bridges, & Active Transportation	Roads, bridges, and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> – New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks paths, and hiking trails – Intelligent transportation systems – Additional capacity for high occupancy/transit lanes, grade separations, interchange structures, tunnels, intersections, and roundabouts
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment, and distribution systems	<ul style="list-style-type: none"> – Drinking water treatment infrastructure – Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment, and management systems	<ul style="list-style-type: none"> – Wastewater collection systems and/or wastewater treatment facilities or systems – Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization – Separate storm water collection systems and or storm water treatment facilities or systems – Wastewater sludge treatment and management systems

Community Energy Systems	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> – Renewable electricity generators – Electric vehicle infrastructure/fleet vehicle conversion – Hydrogen infrastructure (generation, distribution, storage) – Wind/solar/thermal/geothermal energy systems – Alternative energy systems that serve local government infrastructure – Retrofit of local government buildings and infrastructure not captured in any other eligible category.
Public Transit	Infrastructure which supports a shared passenger transport system, which is available for public use	<ul style="list-style-type: none"> – Transit infrastructure such as rail and bus rapid transit systems, and related facilities – Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure – Intelligent transport systems such as fare collection, fleet management, transit priority signalling, and real time traveler information system at stations and stops – Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion, and disposal of recyclables, compostable materials, and garbage	<ul style="list-style-type: none"> – Solid waste diversion projects including recycling, composting, and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan. – Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery – Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional	<ul style="list-style-type: none"> – Sport infrastructure for community public use – Sport infrastructure in support of major

	sports teams or major junior hockey teams	amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> – Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball, or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale – Community centers that offer programming to the community at large, including all segments of the population – Networks of parks, fitness trails, and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> – Museums – The preservation of designated heritage sites – Local government owned libraries and archives – Facilities for the creation, production, and presentation of the arts – Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business, or other purposes	<ul style="list-style-type: none"> – Convention centers – Exhibition hall-type facilities – Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> – Construction, modification, or reinforcement of structures that protect from, prevent, or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change – Modification, reinforcement, or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and not response (such as fire trucks, fire halls, etc.)</i></p>
Broadband Connectivity	Infrastructure that provides internet access to residents,	<ul style="list-style-type: none"> – High-speed backbone – Point of presence

	businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> – Local distribution within communities – Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	<ul style="list-style-type: none"> – New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement – New construction of municipal use public parks and affordable housing
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> – Construction projects that enhance airports and are accessible year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) – Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> – Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal – Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel – Construction, development, or improvement of facilities to improve interchange of goods between modes – Procurement of technology and equipment used to improve the interchange of goods between modes – Operators must offer year-round service

Short-sea Shipping	<p>Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean</p>	<ul style="list-style-type: none"> – Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities – Capitalized equipment for loading/unloading required for expansion of short-sea shipping – Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation, and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
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Capacity Building Projects

Category	Description	Examples
Asset Management	<p>Increase local government capacity to undertake asset management planning practices.</p>	<ul style="list-style-type: none"> – Asset Management Practices Assessment – Current State of Assets Assessment – Asset Management Policy – Asset Management Strategy – Asset Management Plan – Long-Term Financial Plan – Asset Management Practices Implementation Plan – Asset Management Plan Annual Report
Integrated Community Sustainability Plans	<p>Increase local government capacity to undertake integrated community sustainability plans</p>	<ul style="list-style-type: none"> – Integrated community sustainability plans – Regional growth strategies – Community development plans – Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> – Transportation plans – Infrastructure development plans – Liquid waste management plans

		<ul style="list-style-type: none">- Solid waste management plans- Long-term cross-modal transportation plans- Water conservation/demand management plans- Drought management contingency plans- Air quality plans- GHG reduction plans- Energy conservation plans
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Report Date: May 10, 2021
Meeting Date: May 18, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA-UBC Liaison Committee Terms of Reference

Background

Under the terms of the Neighbours Agreement 2020 (NA 2020) a new UNA-UBC Liaison Committee (The “Liaison Committee”) will be established as a stand-alone committee, and will replace the current Neighbourhood Liaison Committee (NLC).

A draft Terms of Reference for the Liaison Committee have been created by UBC, along with an updated version, with UNA proposed amendments. Both of these documents are presented for Board input prior to going to the May 31, 2021 NLC.

Decision Requested

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference dated May 13, 2021.

Discussion

The Neighbours Agreement 2020 (NA 2020) provides general terms for the creation of a UNA-UBC Liaison Committee, as per below:

4.5 UNA-UBC Liaison Committee

- (a) UBC and the UNA shall establish a stand-alone committee, called the UNA-UBC Liaison Committee (the **Liaison Committee**), on terms of reference agreed upon from time to time consistent with the following.
 - (i) Membership. The Liaison Committee will be comprised of:
 - A. As voting members:
 - I. Three members of the Board of Governors, appointed by that Board (the **UBC Liaisons**), and
 - II. Three members of the Board of Directors (the **UNA Liaisons**), appointed by that Board.

- B. As non-voting members, such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that the members will include UNA's Chief Administrative Officer, UBC's Vice President External Relations, and UBC's Associate Vice President, Campus and Community Planning (or then equivalent positions).
- (ii) Limits on Representation. The UNA and UBC acknowledge that the Liaison Committee is a forum for discussion and collaboration (as further described in subsection (iii) below), and therefore the parties further acknowledge that:
- A. the UNA Liaisons and UBC Liaisons are bound to comply with any directions provided by their respective governing bodies; and
- B. except for binding votes under Section 19.3 (Approvals and Dispute Resolution Procedure), the UNA Liaisons and UBC Liaisons are not authorized to bind their respective organizations.
- (iii) Purposes. The purposes of the meetings are:
- A. to fulfill the functions assigned by this Agreement;
- B. to be a vehicle through which the Board of Directors acts as an advisory board in accordance with Section 4.4; and
- C. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons in accordance with the terms of reference.
- (b) Meetings shall be held in accordance with the terms of reference and, in any event, at least twice a year.

These general terms have been used to create the proposed Terms of Reference as attached.

Highlights of the TOR are as follows:

- **Committee Purpose:** The terms of reference stick to the functions assigned to the Liaison Committee by NA2020.
- **Committee Composition:** The terms of reference appoint the UBC Board representatives as the Chairs of the Finance, Property, and Governance committees. The UNA appointees include the Chair of the UNA Board and two

appointed elected Board Directors. There are also non-voting staff member appointees from both the UNA and UBC.

- Committee governance structure: Limits of representation are in place to acknowledge that the UNA and UBC Liaisons on this committee are bound to comply with any directions provided by their respective governing bodies, and are not authorized to bind their respective organizations, except in the case of dispute resolutions, as described below.
- This Committee will serve as the final avenue for dispute resolution. When exercising this dispute resolution function, the Committee will add the UBC Chancellor as a voting member, and matters will be resolved by simple majority with the decision being final and binding on all parties.

Once the UNA Board of Directors signs off on the draft Terms of Reference, they will be brought forward to May Neighbourhood Liaison Committee for review by UBC representatives, prior to going to the UBC Property Committee for their consideration and recommendation to the UBC Board of Governors for approval.

Pending approval by both UBC and the UNA, the Liaison Committee will come into effect thereafter.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA-UBC Liaison Committee Terms of Reference – Dated May 13, 2021
2. Schedule B – UNA-UBC Liaison Committee Terms of Reference – Dated May 13, 2021 – Blacklined
3. Schedule C – UNA-UBC Liaison Committee Terms of Reference – Draft



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

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

Terms of Reference

UNA-UBC LIAISON COMMITTEE – May 13, 2021

UBC's campus neighbourhoods are an integral part of the University community and the relationship between UBC and the University Neighbourhoods Association (“**UNA**”) is vital for the success of a sustainable university town community. UBC and the UNA are parties to the Neighbours' Agreement 2020 which became effective March 19, 2021 (“**NA 2020**”).

Pursuant to section 4.5(a) of NA 2020, UBC and the UNA have established the UNA-UBC Liaison Committee (the “**Liaison Committee**”), which provides a formal platform for collaboration and discussion on issues of shared interest.

A. PURPOSES

The purposes of the Liaison Committee are:

1. to fulfill the functions assigned to the Liaison Committee by sections 4.5, 10.2, and 19.3 of NA 2020;
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 4.4 of NA 2020; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons.

B. MEMBERSHIP & PROCEDURES

The Liaison Committee is comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (the “**UBC Liaisons**”) appointed by that Board, which members are to be:
 - Chair, Property Committee, UBC Board of Governors
 - Chair, Finance Committee, UBC Board of Governors
 - Chair, Governance Committee, UBC Board of Governors; and
 - b) three members of the UNA Board of Directors (the “**UNA Liaisons**”) appointed by that Board, one of whom must be the Chair, UNA Board of Directors.
2. *non-voting members agreed upon from time to time by the Liaison Committee, with the expectation that these members will include:*
 - a) UBC's Vice-President, External Relations

- b) UBC's Associate Vice-President, Campus + Community Planning
- c) UNA's Chief Administrative Officer

An individual appointed a member of the Liaison Committee by virtue of the individual's position with the UBC Board of Governors ceases to be a member on ceasing to hold the position. An individual appointed a member of the Liaison Committee by the UNA Board ceases to be a member on the earlier of the appointment of a replacement member and the cessation of the individual's membership on the UNA Board.

The UBC Board of Governors will appoint one of the UBC Liaisons and the UNA Board of Directors will appoint one of the UNA Liaisons to serve as Co-Chairs of the Liaison Committee. The Co-Chairs are responsible for the conduct of meetings, including setting agendas, determining information processes, and providing oversight with respect to reporting and action items.

The Liaison Committee may invite other individuals, including UBC and UNA staff, to participate in its meetings from time to time or on an ongoing basis.

The Liaison Committee may request that certain work and action items be undertaken by the UNA administration, the UBC administration, or third parties.

C. LIMITS ON REPRESENTATION

1. The Liaison Committee is a forum for discussion and collaboration.
2. The UNA Liaisons and UBC Liaisons are bound to comply with any directions provided by their respective governing bodies.
3. Except for binding votes under section 19.3 of NA 2020, the UNA Liaisons and UBC Liaisons are not authorized to bind their respective organizations.

D. MEETINGS & QUORUM

The Liaison Committee will meet at least semi-annually and in addition may meet at the call of the Co-Chairs as required.

The quorum for a meeting is two UNA Liaisons and two UBC Liaisons.

Meetings may be in person or by tele/videoconference.

The Liaison Committee will be supported by UBC administration for scheduling, circulating agendas, and providing technical support at meetings, and by the UNA for minute taking.

Terms of Reference

UNA-UBC LIAISON COMMITTEE – May 13, 2021

UBC's campus neighbourhoods are an integral part of the University community and the relationship between UBC and the University Neighbourhoods Association ("UNA") is vital for the success of a sustainable university town community. UBC and the UNA are parties to the Neighbours' Agreement 2020 which became effective March 19, 2021 ("~~NA 2020~~ 2020 Neighbours Agreement").

Commented [BH1]: This is the abbreviation with which we are familiar and that is used elsewhere. Let's be consistent.

Pursuant to section 4.5(a) of ~~the NA 2020 Neighbours Agreement~~, UBC and the UNA have established the UNA-UBC Liaison Committee (the "**Liaison Committee**"), which provides a formal platform for collaboration and discussion on issues of shared interest.

A. PURPOSES

The purposes of the Liaison Committee are:

1. to fulfill the functions assigned to the Liaison Committee by ~~the 2020 Neighbours Agreement~~ under sections 4.5, 10.2, ~~19.1~~ and 19.3 of ~~the NA 2020 Neighbours Agreement~~;
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 4.4 of ~~the NA 2020 Neighbours Agreement~~; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons.

Commented [BH2]: Section 19.1 does not assign a function to the committee, but only to the UBC Liaisons.

B. MEMBERSHIP & PROCEDURES

The Liaison Committee ~~will be~~ comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (the "**UBC Liaisons**"), ~~as~~ appointed by that Board, which members are to be as follows:
 - o Chair, Property Committee, UBC Board of Governors
 - o Chair, Finance Committee, UBC Board of Governors
 - o Chair, Governance Committee, UBC Board of Governors; and
 - b) three members of the UNA Board of Directors ~~of the UNA~~ (the "**UNA Liaisons**"), ~~as~~ appointed by that Board, one of whom must be the Chair, UNA Board of Directors, as follows:
 - o ~~Chair, University Neighbourhood Association Board of Directors~~
 - o ~~Two (2) Directors of the University Neighbourhoods Association Board of Directors~~

Approved by the UNA: [insert date] April 2018
Approved by UBC: [insert date]

2. non-voting members ~~as may be~~ agreed upon from time to time by the Liaison Committee, ~~with the expectation that these members will include~~ ~~but which will include the following~~ non-voting members:

- a) UBC's Vice-President, External Relations
- b) UBC's Associate Vice-President, Campus + Community Planning
- c) UNA's Chief Administrative Officer

~~d) UBC and UNA administrative staff support as required depending on the specific agenda items or support functions requirements of the Liaison Committee~~

Commented [BH3]: This is what NA 2020 says.

Commented [BH4]: It is inappropriate to include such persons as committee members. I have clarified below that they are included by the provision below allowing other individuals to participate.

~~An individual appointed a member of the Liaison Committee by virtue of the individual's position with the UBC Board of Governors ceases to be a member on ceasing to hold the position. An individual appointed a member of the Liaison Committee by the UNA Board ceases to be a member on the earlier of the appointment of a replacement member and the cessation of the individual's membership on the UNA Board. Appointments of voting members of the Liaison Committee may be renewed or replaced at the discretion of the UNA and UBC's respective Boards.~~

Commented [BH5]: This doesn't work. One reason is that there are no term limits, so renewal doesn't make sense. Another reason is the requirement that specific BOG members be appointed.

The UBC Board of Governors will appoint one of the UBC Liaisons and the UNA Board of Directors will appoint one of the UNA Liaisons to serve as Co-Chairs of the Liaison Committee. The Co-Chairs are responsible for the conduct of meetings, including setting agendas, determining information processes, and providing oversight with respect to reporting and action items.

The Liaison Committee may invite other individuals, including UBC and UNA staff, to participate in its meetings/ deliberations from time to time or on an ongoing basis.

The Liaison Committee may request that certain work and action items be undertaken by the UNA administration, ~~or~~ the UBC administration, or ~~by independent~~ third parties.

Commented [BH6]: Is it intended that UNA Board consent be required?

C. LIMITS ON REPRESENTATION

1. The Liaison Committee is a forum for discussion and collaboration.
2. The UNA Liaisons and UBC Liaisons are bound to comply with any directions provided by their respective governing bodies.
3. Except for binding votes under section 19.3 of the NA 2020 Neighbours Agreement, the UNA Liaisons and UBC Liaisons are not authorized to bind their respective organizations.

D. MEETINGS & QUORUM

The Liaison Committee will meet at least semi-annually and in addition may meet at the call of the Co-Chairs as required.

The quorum for a meeting is Attendance by two UNA Liaisons and two UBC Liaisons. 50% of Liaison Committee voting members is required to establish quorum.

Commented [BH7]: A meeting at which one side has only one representative (or none!) seems undesirable.

Meetings may be in person or by tele/videoconference.

The Liaison Committee will be supported by UBC administration for scheduling, circulating agendas, and providing technical support at meetings, and by the UNA for minute taking.

E. ~~DECISION-MAKING~~

~~All items to be decided by the Liaison Committee pursuant to these Terms of Reference will be determined by the voting members of the Liaison Committee.~~

Commented [BH8]: This serves no purpose. It merely repeats what is already said by making some members voting and some non-voting.

Terms of Reference
UNA-UBC LIAISON COMMITTEE

UBC’s campus neighbourhoods are an integral part of the University community and the relationship between UBC and the University Neighbourhoods Association (“**UNA**”) is vital for the success of a sustainable university town community. UBC and the UNA are parties to the Neighbours’ Agreement 2020 which became effective March 19, 2021 (“**2020 Neighbours Agreement**”).

Pursuant to section 4.5(a) of the 2020 Neighbours Agreement, UBC and the UNA have established the UNA-UBC Liaison Committee (the “**Liaison Committee**”), which provides a formal platform for collaboration and discussion on issues of shared interest.

A. PURPOSE

The purposes of the Liaison Committee are:

1. to fulfill the functions assigned to the Liaison Committee by the 2020 Neighbours Agreement under sections 4.5, 10.2, 19.1, and 19.3 of the 2020 Neighbours Agreement);
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 4.4 of the 2020 Neighbours Agreement; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons.

B. MEMBERSHIP & PROCEDURES

The Liaison Committee will be comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (the “**UBC Liaisons**”), as appointed by that Board, as follows:
 - Chair, Property Committee, UBC Board of Governors
 - Chair, Finance Committee, UBC Board of Governors
 - Chair, Governance Committee, UBC Board of Governors; and
 - b) three members of the Board of Directors of the UNA (the “**UNA Liaisons**”), as appointed by that Board, as follows:
 - Chair, University Neighbourhood Association Board of Directors
 - Two (2) Directors of the University Neighbourhoods Association Board of Directors

2. *non-voting members as may be agreed upon from time to time by the Liaison Committee, but which will include the following non-voting members:*
 - a) UBC's Vice-President, External Relations
 - b) UBC's Associate Vice-President, Campus + Community Planning
 - c) UNA's Chief Administrative Officer
 - d) UBC and UNA administrative staff support as required depending on the specific agenda items or support functions requirements of the Liaison Committee

Appointments of voting members of the Liaison Committee may be renewed or replaced at the discretion of the UNA and UBC's respective Boards.

The UBC Board of Governors will appoint one of the UBC Liaisons and the UNA Board of Directors will appoint one of the UNA Liaisons to serve as Co-Chairs of the Liaison Committee. The Co-Chairs are responsible for the conduct of meetings, including setting agendas, determining information processes, and providing oversight with respect to reporting and action items.

The Liaison Committee may invite other individuals to participate in deliberations from time to time or on an ongoing basis.

The Liaison Committee may request that certain work and action items be undertaken by the UNA administration, or the UBC administration, or by independent third parties.

C. LIMITS ON REPRESENTATION

1. The Liaison Committee is a forum for discussion and collaboration.
2. The UNA Liaisons and UBC Liaisons are bound to comply with any directions provided by their respective governing bodies.
3. Except for binding votes under section 19.3 of the 2020 Neighbours Agreement, the UNA Liaisons and UBC Liaisons are not authorized to bind their respective organizations.

D. MEETINGS & QUORUM

The Liaison Committee will meet at least semi-annually and in addition may meet at the call of the Co-Chairs as required.

Attendance by 50% of Liaison Committee voting members is required to establish quorum.

Meetings may be in person or by tele/videoconference.

The Liaison Committee will be supported by UBC administration for scheduling, circulating agendas, and providing technical support at meetings, and by the UNA for minute taking.

E. DECISION-MAKING

All items to be decided by the Liaison Committee pursuant to these Terms of Reference will be determined by the voting members of the Liaison Committee.



Report Date: May 12, 2021
Meeting Date: May 18, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: University Sport and Recreation Council – UNA Appointee

Background

The UNA has received a request to appoint a UNA representative to the University Sport and Recreation Council (USRC).

The USRC is a committee whose main purpose is to provide input and advice to the Managing Director, Athletics, on a variety of athletic and recreation topics.

The UNA appointees to the USRC have traditionally been the UNA Executive Director (Chief Administrative Officer) or delegate. I am recommending that the Board appoint myself as the UNA representative to the Council.

Decision Requested

THAT the Board appoint the Chief Administrative Officer to the University Sport and Recreation Council.

Discussion

The University Sport and Recreation Council is a body formed with a mandate to *“Support and promote physical, educational, personal and social well-being for members of UBC and the UBC community through the development of sport and recreation policies and programs which are complementary to the mission, goals and strategic direction of the University.”*

The main purpose of the USRC is to provide input and advice to the Managing Director, Athletics, on a variety of athletic and recreation topics, including:

- Promotion and support of athletic and recreation programs and activities to all constituent communities
- Review and development of general policies concerning athletics and recreation
- Facility use and budget for athletics and recreation
- Feedback and input on program reviews

The USCR is also a forum for the Managing Director to make representation or recommendations on Department matters to the Alma Mater Society, Graduate Student Society, University Neighbourhood Association, the University Administration, the Alumni Association, and/or community at large, and in extraordinary circumstances to make such representations or recommendations directly.



The full Terms of Reference (TOR) for the committee are attached to this report as Schedule A.

Discussions with Kavie Toor, the Managing Director, UBC Athletics and Recreation, indicate that the UNA representative has typically been a staff member – and most usually the Chief Administrative Officer (formally Executive Director).

The committee would be the main forum for the UNA to provide input on items related to athletics and recreation issues – and historically has been the avenue for the UNA to provide input on items related to Schedule F of the Neighbours Agreement.

The committee meets quarterly, with the next meeting tentatively scheduled for mid-June.

Financial Implications

None

Operational Implications

None

Strategic Objective

Participation in the University Sport and Recreation Council ties in directly with the UNA Strategic Priority of Community and Stakeholder Relations.

Attachments

1. Schedule A – University Sport and Recreation Council Terms of Reference

Concurrence

None



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**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

University Sport and Recreation Council

Terms of Reference

Name: University Sport and Recreation Council (USRC)

Mandate: To support and promote physical, educational, personal and social well-being for members of UBC and the UBC community through the development of sport and recreation policies and programs which are complementary to the mission, goals and strategic direction of the University.

Members: Comprised of 10 voting members

- President of Alma Mater Society (AMS) – or their designate
- President of Graduate Student Society (GSS) – or their designate
- President of the Thunderbird Athletic Council (TAC) – or their designate
- 2 Alumni, appointed in alternate years, by the Department of Athletics, in consultation with the Alumni Association
- 2 Faculty / Staff, each appointed in alternate years by the Vice President, Students
- 2 Students, each appointed in alternate years by the Alma Mater Society, ideally including 1 commuter student (nonresident at UBC) and one student recreation leader
- 1 University Neighbourhood Association (UNA) representative as elected by their representative body
- Managing Director of Athletics (*ex officio, non-voting*)

Term: 1 year student representatives
2 years, renewable, non-student representatives

Reports to: The Vice President, Students

Voting: One vote per member

Chair: Elected by members

Meetings: To be called by the Chair, 4 meetings per year, generally in late September, in November, January, and April)

Purpose: Shall be, but is not limited to provide input and advice to the Managing Director, Athletics, on:

- Promotion and support of athletic and recreation programs and activities to all constituent communities,

- Review and development of general policies concerning athletics and recreation,
- Facility use and budget for athletics and recreation,
- Feedback and input on program reviews,
- To make representation or recommendations on Department matters through the Managing Director to the Alma Mater Society, Graduate Student Society, University Neighbourhood Association, the University Administration, the Alumni Association, and/or community at large, and in extraordinary circumstances to make such representations or recommendations directly.

Guiding Principles

The USRC shall be guided by the following principles:

- Sport, recreation, physical activity and wellness programming is an integral part of the educational experience and campus life of UBC.
- A&R shall provide programming across a broad spectrum including:
 - Physical activity-based programs contributing to wellness and a positive lifestyle,
 - Recreation and club-based activities providing participation, competition and leadership development opportunities, and
 - Inter-university and performance sport that allows athletes to fulfill their potential while raising the profile and image of the University.
- Programs and services shall be offered in an inclusive, accessible, ethical and safe environment.
- A&R shall be a leader in programming, but shall also look to engage with other university departments and/or community groups.
- A&R shall listen to and openly communicate and consult with our constituents.
- Programs and services shall be customer focused and at a standard of quality that enables participants to fulfill their interest and potential, contributing positively to personal health, happiness, excellence, and the development of positive life skills.