



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** That the Board approve the June 15, 2021 Agenda as circulated.

C. APPROVAL OF MINUTES

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

D. DELEGATIONS

1. Joyce Murray, Member of Parliament - Recovering from the Pandemic – Building Back Stronger and More Resilient Communities
2. Campus Vision 2050 Engagement Pre-Planning – Michael White, Associate Vice-President, Campus and Community Planning

E. EXTERNAL REPORTS & PRESENTATIONS

1. Electoral Area A Report – Electoral Area A Director, Jen McCutcheon – Verbal Update
2. Campus and Community Planning Report – Senior Policy Planner, Celene Fung 5

F. REPORTS

1. Management Update – Chief Administrative Officer 7
2. Governance and Human Resources Update
 - a. Land Use Advisory Committee – Chief Administrative Officer 15

Recommendation:

THAT the Board review the proposed Land Use Advisory Committee Terms of Reference for adoption.

3. Community Engagement Advisory Committee Update 25
 - a. March 31, 2021 Approved Minutes
4. Neighbours' Agreement Committee – Director Holmes – Verbal Update
5. UBC Neighbourhoods' Liaison Committee – Chair Watson – Verbal Update



G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. UNA Facilities Restart Plan – Chief Administrative Officer 27
2. Annual General Meetings Planning – Chief Administrative Officer 31

Recommendations:

- a. THAT the Board confirm that the UNA will hold the 2020 and 2021 Annual General Meetings back-to-back on September 30, 2021 commencing at 7:00 pm at the Wesbrook Community Centre, with in-person attendance.
- b. THAT the Board approve the 2020 Notice of AGM and Proxy Form.
- c. THAT the Board approve the 2021 Notice of AGM and Proxy Form.

3. 2021 UNA Election Planning – Chief Administrative Officer 38

Recommendations:

- a. THAT the Board approve the UNA election dates as follows:
 - i. Deadline for receiving ballots for the election of Directors is 4:30 pm PST on Tuesday, November 30, 2021
 - ii. Deadline by which the Association must send ballots + candidate information to members is Monday, November 8, 2021.
 - iii. Deadline by which nominations must be received by the Association is Friday, October 8, 2021.
- b. THAT the Board approve the attached ballot for use in the 2021 UNA Director elections.
- c. THAT the Board approve the attached “How to Vote” document.
- d. THAT the Board confirm the following election signage information:
 - i. In the private realm, candidates may make arrangements themselves with owners or landlords.
 - ii. In the public realm (parks, boulevards, sidewalks, etc.), the UNA reserves the right to remove any campaign signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.
 - iii. All election signs in the public realm must be removed no later than 24 hours after the election.



4. UNA-UBC Liaison Committee – Terms of Reference – Chief Administrative Officer 45

Recommendation:

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference dated June 8, 2021.

5. University Endowment Lands Cannabis Retail Rezoning – Director Kang – Verbal Update

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 the UNA's interests.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Carole Jolly

Terry Mullen
Murray McCutcheon
Jane Kang

UBC OBSERVERS:

Carole Jolly
James Heth

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

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:31 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 Chair:

That the Board approve the May 18, 2021 Meeting Agenda as circulated.

Seconded by Director Holmes.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the April 20, 2021 Minutes, as circulated.

Seconded by Director Holmes.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS



1. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon, presented the Electoral Area A report.

2. Campus and Community Planning Report

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

F. REPORTS

1. Management Report

The Management Report was presented for information.

2. UNA Landscape Management Plan Scope

The Operations Manager presented the UNA Landscape Management Plan Scope for information.

3. Neighbours' Agreement Committee

Director Holmes provided a verbal update to the Board on Neighbours' Agreement Committee activities for information.

4. Finance Committee Update

a. Joint Financial Task Force Committee – UBC Financial Support Letter

Motion by Director Holmes:

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.

Seconded by Director Kang.

Carried.

b. Fourth Quarter Financial Update

The Finance Manager presented the Fourth Quarter Financial Update report to the Board for information.

c. Insurance Update

The Chief Administrative Officer provided a verbal update to the Board for information.

5. Governance and Human Resources Committee Update

a. Code of Conduct Policy

Motion by Chair:

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

Seconded by Director McCutcheon.

Carried.



b. Minutes Recommendation

Motion by Chair:

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.

Seconded by Director McCutcheon

Carried.

G. UNFINISHED BUSINESS

1. Basketball Court Relocation

Motion by Director Holmes:

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.

Seconded by Director Kang.

Carried.

H. NEW BUSINESS

1. Designated Building Agreement Report

Motion by Chair:

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

Seconded by Director Holmes.

Carried.

Motion by Chair:

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

Seconded by Director Holmes.

Carried.

2. Community Works Fund Committee Appointments

Motion by Chair:

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

Seconded by Director McCutcheon.

Carried.



3. UNA-UBC Liaison Committee Terms of Reference

Motion by Director Holmes:

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference circulated on May 18, 2021 with any non-substantive amendments agreed to by Director Holmes.

Seconded by Director McCutcheon.

Carried.

4. University Sport and Recreation Council

Motion by Chair:

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

Seconded by Director McCutcheon.

Carried.

I. **ADJOURNMENT**

The meeting adjourned at 6:57 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.



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: June 7, 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.

June

- June 1st to July 2nd, 5:30 am to 11:00 pm daily. **Outdoor prayer services.** Fairview Commons.
- Saturdays from June 12th to August 28th, 12:30 pm to 6:00 pm weekly. **GoGo Fresh UBC.** Main Mall grass meridian in front of Lasserre/Buchanan buildings.
- Saturday, June 19th, 1:00 pm to 8:30 pm. **Sauder Grad Night.** Main Mall grass meridian from Great Trek Cairn to University Boulevard.

July

- Saturday, July 3rd at 4:00 pm to Sunday, July 4th at 2:00 pm. **Family Camping.** Green space by Acadia Park Residence.
- July 5th to September 3rd, 8:00 am to 4:00 pm. **Athletics Summer Camps.** Various exterior and interior locations. See <https://recreation.ubc.ca/camps/summer/>
- July 5th to September 3rd, 8:00 am to 4:00 pm. **Geering Up Summer Camps.** Fairview Commons, Thunderbird Commons, EDC Courtyard, various interior locations. See <https://geeringup.apsc.ubc.ca/camps/general-information/in-person-camps/in-person-elementary-summer-camps>

Community Development

Love your bike? Keep it safe with Project 529!

Just like grabbing your helmet, greasing your chains, or checking your brakes, registering with Project 529 is part of your routine as a safe and informed cyclist! Bike thefts spike in the summer, and to help keep your ride stress-free, UBC has partnered with Project 529, to help support bike registration and recovery. Project 529 acts as a community “garage” by keeping bike information in a database that can be referenced in the event of theft. As a cyclist, you simply register your bikes in the online garage, add the tamper-resistant shield (which also acts as a deterrent to thieves), and alert the community should your bike be stolen. For more information on how to register and where to pick up shields, visit the UTown@UBC website: <https://utown.ubc.ca/articles/05-27-2021/get-ready-ride-project-529>

Inspiring Community Grants

From an idea to a skill, everyone has something to offer those around them. The grants are special funds to support projects that spark new relationships between community members, create opportunities for social connection, and inspire community resilience from a distance. Apply for this special cycle of the UTown@UBC Community Grant Program, and you could receive up to \$500 for your community-building project that can be done from a distance. Learn more at <https://utown.ubc.ca/articles/04-27-2021/apply-inspiring-community-grant>

Development Project Updates

For more information on major development projects, please visit:

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

DP19036-4 Conservatory (Lot 5) – Design Revisions

On May 26, 2021, a Development Permit was issued for minor design modifications for the Conservatory, including the construction of sunshades on the south elevation, the soffit material treatment on the northeast corner, and removal of the tint on the balcony glazing on the east elevation

DP21003 School of Biomedical Engineering

On May 3, 2021, a Development Permit was issued for the new School of Biomedical Engineering on University Boulevard on the former DH Copp site. The School will be a 5-storey, 14,530 m² academic building containing research laboratories, offices, and teaching, as well as a single commercial retail unit off of University Boulevard.

SLP21010 Kids Club Playground Refresh

On April 29, 2021, a Streets and Landscape Permit was issued for a refresh of the Kids Club building playground area, located at 2855 Acadia Road. Plans include replacement and repair of exterior fencing and a new entry arbour to improve wayfinding and sightlines for the area. The update also includes re-organization and refresh of internal play areas, including surfacing, play structures, and sheds.



Report Date: June 8, 2021
Meeting Date: June 15, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: June Management Update

Background

The June 2021 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late May and early June 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.
- Attended the June UNA-UBC Neighbourhoods Liaison Committee meeting.
- Continued 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 – focusing on facility opening and return to work planning, including the creation of a UNA Work from Home HR Procedure.

Operations

- Participated in a planning session for upgrades to the layout and structure of the myuna.ca website.
- Provided input on a regulatory bylaw matrix.



Finance

- Participated in roll out of the new Dayforce workforce management system.

Risk Management

- Ongoing work in relation to 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 limited interest.

Programs and Services

- Records Management work. Finalized the Records Classification and Retention Schedule (RCRS) and started preliminary work in relation to implementing the new system – which will include a pilot project and organization wide training.

Human Resources

- Worked with the outgoing Recreation Manager on a transition process for the Recreation Department. The Assistant Recreation Manager will be the acting Recreation Manager during the recruitment process.
- Posted the Recreation Manager job posting and began preliminary work for the interview process.

Community Relations

- Attended the Open Session of the June 8, 2021 UBC Property Committee.

COMMUNICATIONS

AGM and Election Materials

The Communications Team worked with the Chief Administrative Officer to develop materials for the 2020 and 2021 AGMs, and the 2021 Board of Directors Elections. More information can be found on the CAO's reports on the AGMs and the Elections.

Website Developments

The Communications Team has been coordinating with Front Desk Staff to continue making improvements on how information is presented on the UNA website. In particular, we are reviewing the UNA Account page and changing the page's layout so that information is better presented.

We are also laying the groundwork to begin reviewing the Governance section of the website in consultation with the appropriate staff.

We have also started working on implementing URL parameter functions that will allow staff and other users to share filtered results of the program's page. This is helpful when we are sharing a certain subset of programs to a specific audience.

Staff Support for Community Engagement Advisory Committee (CEAC)

The Community Engagement Advisory Committee's (CEAC) second meeting was held on June 1, 2021. In the meeting, the Committee had a brainstorming session. The results of the session will be turned into a work plan that will be discussed at the next CEAC meeting. Once finalized, the work plan will be submitted to the Board for approval. Minutes of this meeting will be shared with the Board once it is adopted in the next meeting. The minutes of the CEAC's March 31 inaugural meeting is included in this agenda package.

Services Levy Coordination

The UNA has been coordinating with UBC Finance as they get ready to mail out Service Levy notices to residents. Every year, the UNA develops a short flyer for the mail out that explains what the Services Levy is. The flyer also contains information on how to submit payments to UBC. Same as last year, drop box services at the Wesbrook Community Centre and UBC Financial Operations will be suspended due to COVID-19.

Other Work:

- Seniors' programs additional promotions with Strata Chairs
- Events promotions for National Indigenous Peoples Day and Canadian Multicultural Day
- Development of ads for the *Campus Resident*
- Content review of the *Campus Resident*
- Support for Dayforce rollout
- Signage production for sustainability projects
- Signage production for operations projects
- Intro meetings with new Campus + Community Planning communications staff

OPERATIONS

Sustainability – Strata EV Charging and UBC Scholar

The UNA is collaborating with a Sustainability Scholar in Campus & Community Planning's Sustainability & Engineering Group to create an inventory of EV charging infrastructure in UNA stratas. The scholar is interviewing residents and collating data. We are hoping to produce a resource to lower barriers and improve access for strata residents to pursue EV infrastructure in their buildings.

Level 2 Charging Station - Updates

With the assistance of UBC Campus Planning and UBCPT, BC Hydro has approved the proposal to support the establishment of on-street Level-2 charging stations. One charger will be dedicated to an electric MODO car share vehicle, while the second charger will be opened for general public use.

The UNA is working with the equipment supplier to complete a feasibility study. This study is to ensure the charging station will be able to meet our proposed fee structure and operational requirements, maintenance requirements, as well as long-term budget planning purposes. More information on the timeline will be available once the feasibility study is completed.

Hampton Place Pathway Improvement Project

The purpose of this improvement project is to enhance pedestrian safety and promote active transportation in this well-used pathway.

The UNA has also received a one-time \$1,000.00 contribution from UBC Campus Planning to support and fast-track this improvement project.

Duration: June 02 – June 12 (Estimate)

Location: Hampton Place Pathway, pathway between the Stratford and Regency Buildings

This pathway improvement project includes the following items:

- Pavers and concrete edging
 - Repairing raised pavers to improve pedestrian's safety. Pavers repair work is completed.
 - Concrete edging to strengthen paver to prevent future movement.
- Pruning and reduce hedges height.
 - It will reduce hedges interference with cyclists handle bar, and create more usable space for both cyclists and pedestrians.
- Trees pruning at the east end of the pathway.
 - Significantly improve pedestrians & cyclists sightline.
- Widen gravel pathway that connects the Metro Vancouver Park and Acadia.
 - Improve gravel grade and widen pathway for both pedestrians and cyclists.
- Signage to remind cyclists to slow down and watch out for pedestrians.

Photocopier Service Provider Update

UNA has established a new service agreement with Konica Minolta as our photocopier's equipment and service provider (Printer/Photocopier/Scanner).

Microsoft 365 Multi Factor Authentication (MFA) - Internal

The goal of MFA is to create a layered defense that makes it more difficult for an unauthorized person to access a UNA computing device, network or database.

The rollout of MFA will use a Microsoft MFA App and personal mobile device.

Timeline for MFA Roll Out

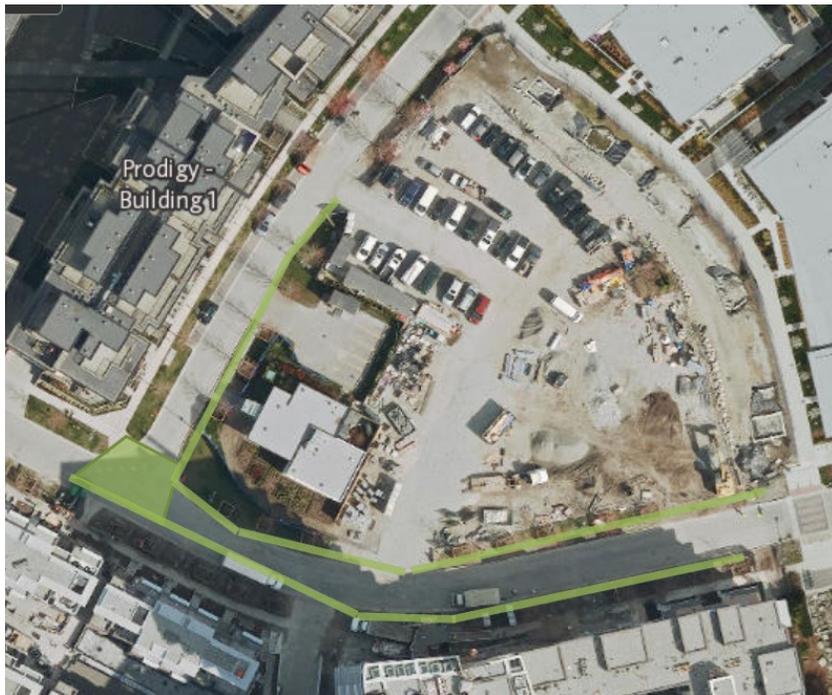
1. Between June 7 to the end of June (Estimate): UNA staff members and UNA remote users will go through the MFA upgrade process with our IT provider.
2. One week after the final UNA user successfully migrated – MFA will be Fully Implemented internally

New Parking Bay along Ross Drive South and Gray Ave West

Project: UBCPT has started a round of cross walk enhancement, new parking bay installation and soft landscape rearrangement along Ross Drive South.

Locations: 1) West Gray Ave East Bound, 2) Ross Drive South Bound and 3) Ross Drive Northbound See Green Highlighted Area Below.

New parking bay will become available along Gray Ave and Ross Drive for residents/visitors to utilize sometime in June 2021.



2011-2022 Hawthorn Parking Permit and Visitor Parking Pass Renewal

Hawthorn Parking Permit and Visitor Passes are now available for purchase online, by phone or in person in Wesbrook Community Centre. A reminder that 2020 – 2021 Hawthorn Parking Permit and Visitor Pass will be expired on **June 30, 2021**.

Please visit our [website](#) for information regarding 2021-2022 permit terms, pricing and process to apply and pay.

FINANCE

Highlights of major activities:

- Audit
- Implementing Dayforce

Details:

Audit:

Audit work started as planned the second week of May. So far, we have provided over a few hundred samples, along with files for testing and audit field work. The audit is still ongoing, and draft statements should be ready for the Board to review at our next Board meeting.

Dayforce Implementation:

Dayforce is a Ceridian product workforce management system. The Dayforce project was initiated back in 2019, but due to COVID and changes with management, it was put on hold three times. The project was resumed again in the fiscal 2021/22 year and the official implementation date was on June 1st, 2021. So far, the new platform has been well received by the UNA staff and we may evaluate expanding the usage of the system in winter.

RECREATION

Facility Re-opening Planning

With the newest PHO release on May 25, the Recreation Team has started to plan for the facility re-opening for the summer and the Fall. The team reviewed the scope of Front Desk services, program operation needs, and staff capacity, and felt it makes most sense to skip Step 2 and start planning the re-opening from Step 3 in July. We proposed a preliminary plan which is included in the stand-alone UNA Facilities Reopening report elsewhere in the Agenda.



Spring and Summer Programming

The spring programs have been running smoothly and will be wrapping up in the coming two weeks. Summer program registration has started, which include 30 camps and 36 registered programs. The two seasons will see a revenue of over \$150,000, a positive transition to the Fall.

Our summer programs were built on the current Safety Plan, which is to be updated after the next PHO updates. We have received the requests from the instructors to increase their class capacity or move the class in person. The Recreation Department is evaluating these requests and may accommodate some of them in a least disruptive way. But we don't anticipate major changes to summer programming.

Three events have been planned to celebrate Canadian Multiculturalism Day, [National Indigenous Peoples Day](#), and Canada Day. These are unique opportunities to showcase the diversity of Canada and our local community and connect the community members.

Human Resources

All three teams in the Recreation Department have some turnovers and are in the process of hiring to prepare for the re-opening for the summer and fall. The Program Coordinator's position has been posted and the new incumbent is expected to start from August 1, 2021. The Fitness Centre has hired a Fitness Centre Lead and a Fitness Centre Attendant, both starting on June 14, 2021. The Front Desk will also need to increase the staff capacity when the Old Barn Community Centre starts to open in July 2021.

Financial Implications

None

Operational Implications

None

Strategic Objective

None



Attachments

None

Concurrence

1. Athena Koon, Finance Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager
4. Qiuning Wang, Acting Recreation Manager

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: June 1, 2021
Meeting Date: June 15, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: Land Use Advisory Committee Terms of Reference

Background

The creation of a Land Use Advisory Committee is a UNA Strategic Priority.

A draft Terms of Reference (TOR) for the committee have been created – using the Community Engagement Advisory Committee TOR as a starting point.

The TOR have been reviewed by the Governance and Human Resources Committee, who have recommended that the TOR provide for inclusion of community members as a core part of the committee.

Decision Requested

THAT the Board review the proposed Land Use Advisory Committee Terms of Reference for adoption.

Discussion

The UNA Strategic Plan calls for the creation of a Land Use Advisory Committee – as part of the implementation of the Community Advisory Committees as contemplated in the Fletcher Report.

The Community Advisory Committees are intended to be ongoing advisory committees comprised of one or more Board Members and a number of University Neighbourhoods residents.

The attached draft committee TOR were created after a review of the draft Community Advisory Committee TOR in the Fletcher report, as well as local government and non-local government (first nations, community association) planning committee TORs.

1. Committee Purpose:

The purpose of the proposed Land Use Advisory Committee is to assist the Board of Directors in carrying out the UNA's purposes as set out in paragraphs (f) and (g) of the UNA Constitution:

- (f) To represent the interests of residents generally, including, for greater certainty, with respect to UBC, the BC Government,

Metro Vancouver, Vancouver, and any other public or private entity or any individual;

- (g) To take positions on matters relating to land use and development on the UBC campus that the UNA considers to be in the best interests of residents of the Local Areas and Designated Buildings and to present those positions to UBC and other entities;

The Land Use Advisory Committee is to serve as an advisory committee to the Board regarding technical and other matters relating to land use planning and development on the UBC Campus, as well as to act as a forum to facilitate discussions on land use planning and development with residents. The Committee will bring forward advice and recommendations to the Board for their consideration.

2. Committee Mandate:

The Committee's mandate is to provide the Board with advice and assistance on matters relating to sustainable community development, including:

- Changes or amendments to the Land Use Plan or any Neighbourhood Plan, and adoption of new Neighbourhood Plans;
- Redevelopment of existing residential housing within the Neighbourhood Housing Areas;
- Planning of future UNA Facilities and Amenities, including input on the use of Community Amenity Charge funds;
- Land use and development in the academic campus, where these may have an impact on UNA residents;
- Regional planning that affects the Neighbourhood Housing Areas;
- Other matters identified by the Committee relating to land use planning and development on the UBC campus;
- Other matters referred to the Committee by the Board.

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

Other key items contained within the TOR:

- Up to seven resident members
- Up to two Board Directors
- Chair is a Board Director
- Members will serve a two-year term
- Chair and Vice-Chair have voting rights
- Meetings are open to the public

Items for review by the Board:

- Does the committee's Purpose and Mandate reflect what the UNA should be focusing on?
- Does the Composition and Size of the committee seem appropriate?
- Are the Skill Requirements appropriate? Is anything missing?

Other areas for feedback include the following:

- Number of Directors on Committee
- Term of Chair, Directors and resident members
- Should the Chair and Vice-Chair be voting or non-voting members?
- Should the meetings be open to the public?

There are currently no large public planning processes being undertaken by UBC – Campus Vision 2050 is set to start officially in January 2022 – with preliminary outreach on the engagement and communication process planned for the fall. The Stadium Neighbourhood Plan update will be included as part of that process.

For the engagement and appointment of resident members, it is anticipated that a similar process to the Community Engagement Advisory Committee will be undertaken.

- Staff will advertise for members – asking for a cover letter and resume
- Community Engagement Advisory Committee will be utilized in the recruitment process
- Submissions will be compiled and summarized for Board review (full submissions will be provided to the Board as a package)
- Applicants will be rated by the Board
- Board ratings will be summarized by staff and assigned a point value
- Board will review the ratings summary and choose final applicants

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations



Attachments

1. Schedule A – Draft Land Use Advisory Committee Terms of Reference – Dated June 15, 2021

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

1. Committee Purpose:

To assist the Board of Directors (the “Board”) in carrying out the UNA’s purposes as set out in paragraphs (f) and (g) of the UNA Constitution:

- (f) To represent the interests of residents generally, including, for greater certainty, with respect to UBC, the BC Government, Metro Vancouver, Vancouver, and any other public or private entity or any individual;
- (g) To take positions on matters relating to land use and development on the UBC campus that the UNA considers to be in the best interests of residents of the Local Areas and Designated Buildings and to present those positions to UBC and other entities;

The Land Use Advisory Committee (the “Committee”) is to serve as an advisory committee to the Board regarding technical and other matters relating to land use planning and development on the UBC Campus, as well as to act as a forum to facilitate discussions on land use planning and development with residents. The Committee will bring forward advice and recommendations to the Board for their consideration.

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

2. Committee Mandate:

The Committee’s mandate is:

- 2.1. To provide the Board with advice and assistance on matters relating to sustainable community development, including:
- Changes or amendments to the Land Use Plan or any Neighbourhood Plan, and adoption of new Neighbourhood Plans;
 - Redevelopment of existing residential housing within the Neighbourhood Housing Areas;
 - Planning of future UNA Facilities and Amenities, including input on the use of Community Amenity Charge funds;
 - Land use and development in the academic campus, where these may have an impact on UNA residents;
 - Regional planning that affects the Neighbourhood Housing Areas;
 - Other matters identified by the Committee relating to land use planning and development on the UBC campus;
 - Other matters referred to the Committee by the Board.

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

3. Committee Composition and Skill Requirements:

3.1. Composition and Size:

- The Committee will be comprised of up to seven resident members (“Members”). In selecting residents as Members, priority will be given to residents who have experience and qualifications related to one or more of the “Skill Requirements” outlined below.
- The Board shall strive to achieve geographical representation from all parts of the University Neighbourhoods.
- The Board shall strive to appoint Members that reflect a variety of ages, genders and ethnicities.
- The Committee will include up to two Board Directors (“Director”), one of whom shall be appointed as Chair. A staff liaison person and a recording secretary will be appointed to act as staff support.
- The Committee may invite staff from UBC to participate in the meetings on an as required basis.
- This is a volunteer Committee that will serve without compensation.

3.2 Skill Requirements:

The background and qualifications of the Members should be reflective of an array of interests and perspectives within the University Neighbourhoods. The Board shall strive to balance the make-up of the Committee and appoint Members that are motivated to help build community, and have specific knowledge in one or more of the following areas:

- Accessibility;
- Active Transportation;
- Agriculture;
- Architectural design;
- Children and youth;
- Community planning;
- Construction/development;
- Education;
- Environmental matters;
- Land development/construction;
- Landscape design;
- Recreation;
- Sustainability; and,
- Urban Planning

4. Chair and Vice-Chair:

4.1. Chair:

- The Chair will be a member of the Board. The Chair's primary duties are to provide direction to and assist the Committee in achieving its mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
- The Chair will be appointed by the Board for a two-year term, except that an individual appointed as Chair ceases to be Chair if the individual ceases to be a Director.

4.2. Vice-Chair

The Vice-Chair will be elected annually by the Committee from the Committee membership.

5. Length of Term and Timing of Appointments:

5.1. Timing and Length of Term:

The appointment of Members to the Committee will be made on an annual basis at a time to be set by the Board.

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

Appointments of Directors are for a two-year term, except that membership on the Committee ceases upon ceasing to be a Director.

6. Meeting Procedures:

6.1. Meeting Location:

Meeting locations are determined by the Chair and Chief Administrative Officer, and will typically be within the University Neighbourhoods, at a Community Centre.

6.2. Meeting Schedule:

Meetings will be regularly scheduled as determined by the Committee.

6.3. Chair and Vice-Chair:

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

6.4. Agendas and Minutes:

The Chair will set the agenda, with input from the Committee members, and ensure that the minutes are recorded. The minutes will reflect the subjects discussed; key points raised by the

members; all resolutions made by the Committee for referral to the Board, with a brief rationale for the recommendation; and a record of the vote (see 6.6).

6.5. Rules of Procedure:

The Committee will generally conduct its business in accordance with the Board Rules of Procedure. At the same time, the Committee should offer a comfortable forum for residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.

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

6.6. Voting:

All Committee members are entitled to vote.

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

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

6.7. Quorum:

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

7. Committee Operations:

7.1. Advice to the Board:

- The fundamental role of the Committee is to provide advice to the Board on matters contained within its mandate, or that the Board has referred to the Committee.
- The Committee may bring to the Board's attention emerging issues or concerns it has identified that are within its mandate and seek the Board's approval to review and recommend action on those issues and concerns.
- The Committee does not make decisions on behalf of the Board; it does decide on the advice it will recommend to the Board.
- A key role of the Chair is to ensure that the Committee's advice is taken forward to the Board, and to report back to the Committee on any action taken by the Board on the Committee's recommendations.
- The Chair will rely on the recording secretary assigned to the Committee to prepare the minutes for each meeting. After the Committee approves the minutes for a meeting, staff will submit the minutes for inclusion on the agenda of the first Board meeting following the approval of the minutes.

- Any motions that need to go to the Board before the approval of the minutes for a meeting shall be placed on the agenda of the first Board meeting following the Committee meeting.

7.2. Staff Support:

7.2.1. Administrative:

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

7.2.2. Staff Liaison and Professional / Technical Support:

- A staff member will be assigned to the Committee to act as a liaison between the Committee and staff and to provide technical support.
- Staff will be available to the Committee to provide advice and information regarding their respective Departments. However, the Committee must not delegate work assignments to the staff. Any work assigned to staff in support of studies or activities must be approved by the Board. If the Committee does not feel the work is sufficient to warrant a request to the Board, the request should be raised with the Chief Administrative Officer.

7.3. Appointment and Removal of Committee Members:

Committee members are appointed by the Board and may be removed at the discretion of the Board.

7.4. Community Consultation and Engagement:

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

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

7.5. Meetings Open to the Public and Closed:

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the Board, as set out in the Board Rules of Procedure.

Committee meetings should not generally need to go into closed session and should only do so at the direction of the Chair. Closed meetings are reserved for those matters set out in the Board Rules of Procedure.

7.6. Money for Committee Activities:

If the Committee wishes to undertake a project or other activity for which it requires funding, it must request Board approval. The request should include a detailed description of the project or activity and an estimate of the amount of money required. The requirement to seek Board

approval does not apply to minor proposed expenditures, which are instead subject to the approval of the Chief Administrative Officer.

7.7. Orientation and Training:

The UNA, through the staff liaison, will provide an orientation program for newly appointed Committee members. The orientation will include such matters as an explanation and clarification of the Committee's mandate and requirements, such as those outlined in these terms of reference; a review of the context of the UNA and how it works with UBC; and a review of the role and mandate of the Board.

7.8. Amendments to the Terms of Reference:

The Board will undertake a periodic review of these terms of reference and may amend the terms of reference as part of that review or at other times as appropriate. Committee member input will be sought in connection with any proposed amendments to the terms of reference.

In addition, the Board is open to receiving suggestions for improving these terms of reference from Committee members on an ongoing basis.

DRAFT



MINUTES

PRESENT:

Jane Kang, Chair
Alice Bradley
Susan Eadie
David Hahn
Eileen Le Gallais

Ran Keren
Michelle Niu
Nidhi Raina
Lee Weinsten

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:33 p.m.

B. APPROVAL OF AGENDA

Motion: That the University Neighbourhoods Association Community Engagement Advisory Committee approve the March 31, 2021 agenda as circulated.

Carried

C. ITEMS/REPORTS

1. Introduction of Members

The Chair led a round of self-introductions.

Member Arrived

Alice Bradley arrived at 4:47 p.m.

2. Introduction to the UNA Community Engagement Advisory Committee Terms of Reference

Glenda Ollero, Communications Manager, referenced the terms of reference of the CEAC and highlighted:

- The CEAC is the first of several committees the UNA Board is intending to establish
- The purpose of the CEAC is to improve the level of engagement within the community as well as:
 - Recruit for upcoming committees
 - Work with the Board to implement ideas to improve community engagement
 - Provide assistance for working groups
 - Find volunteers
 - Ensure resident turnout for upcoming elections
- Surveys are a functional method to solicit community members' ideas and suggestions

- Committee members are appointed for a two-year term:
 - Appointments are made annually to allow for timely replacement of vacancies
- Meeting schedules will be determined by the CEAC
- Procedures for the Committee will be the same as the UNA Board procedures.

Discussion ensued on:

- UNA CEAC meetings are not open to the public
- The Committee's goals will be both implementation of Board directives and initiation of new directives
- The CEAC may make recommendations to the Board by including motions on the Board meeting agenda
- Suggestion to hold an in-person meeting, subject to COVID-19 restrictions.

Action Item: *The Communications Manager to liaise with UNA Board staff to seek assistance in the facilitation of an informal CEAC brainstorming session.*

3. Introduction to the UNA Board and Committee Rules of Procedure

Ms. Ollero referenced the UNA Board and Committee Rules of Procedures provided for information and highlighted that both the CEAC and the Board are expected to abide by the Rules of Procedures set out in the document.

4. Establishing Best Practices: Core Values of Community Engagement and Public Participation

Ms. Ollero referenced the International Association for Public participation (IAP2) Federation's Core Values for Public Participation and highlighted:

- The IAP2 Core Values chart defines expectations for the public participation process
- The core values of the Committee are open to their own design
- Public participation and involvement must be accessible
- The IAP2 Core Values have been adopted by many municipalities and are widely utilized as best practices for public participation professionals.

Discussion ensued with regard to obtaining previously used surveys to aid in the creation of new ones.

Motion: That the University Neighbourhoods Association Community Engagement Advisory Committee adopt the International Association for Public Participation (IAP2) Core Values of Public Participation in guiding their work.

Carried

D. ADJOURNMENT

The date and time of the next meeting is to be determined.

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:38 p.m.



Report Date: June 7, 2021
Meeting Date: June 15, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Facilities Restart Plan

Background

With the release of the Province of BC Restart Plan UNA staff have begun to map out the return to normal for UNA Facilities – including the restart of in-person Committee and Board meetings.

This report summarizes preliminary plans to date – noting that items are subject to change based on external factors.

Decision Requested

For information

Discussion

BC's Restart Plan is a four-step plan for bringing BC back together. The plan gradually increases social connections, businesses, and activities – with a goal towards returning to normal by September 7, 2021.

The items as outlined in the BC Restart Plan are dependent on the level of vaccination achieved in the province, as well as low case counts and declining COVID-19 hospitalizations.

The UNA has planned its restart plan to coincide with the provincial plan – as well as looking towards best practices from the Provincial BC Recreation and Parks Association (BCRPA) for guidance.

Sector specific indoor and outdoor gathering restrictions have also been considered, as well as staffing considerations and the necessity for a gradual return to normal workplace interactions.

For the restart plan the UNA is planning increased services to coincide with Step 3 of the Provincial restart plan – which begins on July 1 – with a return to full services by September 7. The UNA will be submitting an updated COVID-19 Safety Plan as part of the restart plan.



The current reopening plan for the recreation facilities and fields is as follows:

Category	Timeline (July 1 to Sept 6, 2021)		Scope of Services
	Wesbrook Community Centre	Old Barn Community Centre	
Front Desk (FD) General Services	In-person general FD services *Program registration: Online registration for summer. In-person registration from August 16 for Fall	In-person general FD services *Program Registration: Online registration for summer. In-person registration from August 16 for Fall.	UNA Account UNA Cards UNA Parking Program Registration Community Inquiries Community Garden payments
Programs	Proceed with the current plan, do not foresee any major changes.	Proceed with the current plan, do not foresee any major changes.	30 Camps 36 Registered programs
Common Spaces	Current plan is to remain closed until the capacity and physical distancing limits and capacity limitation are clarified. To be monitored.	Current plan is to remain closed until the capacity and physical distancing limits and capacity limitation are clarified. To be monitored.	
Fitness Centre	7am-8:30pm Mon-Fri 8:30am-5:30pm weekends Will return to drop in when capacity and physical distancing limit is lifted.	8:30am-5:00pm Mon-Fri No weekend hours for Summer Limited to two people at a time with the current pre-registration. Will return to drop in when capacity and physical distancing limit is lifted.	
Room Rental	Bookings Coordinator needs to be hired and trained to get ready for opening room rentals. Waiting for physical distancing limits and capacity limitation are clarified. To be monitored.	Bookings Coordinator needs to be hired and trained to get ready for opening room rentals. Waiting for physical distancing limits and capacity limitation are clarified. To be monitored.	
Field Booking + Usage	Fields continue to be available. New Safety Plan to reflect the changes.	Fields continue to be available. New Safety Plan to reflect the changes.	



Birthday Party	TBD		
Washroom Change Room Lockers	Limited washroom access until capacity and physical distancing limit is lifted. Change rooms and lockers will remain closed until capacity and physical distancing limit is lifted.	Washroom access	
Equipment/Toys Rental	Will resume when allowed.	Will resume when allowed.	
Hours of Operation	The current hours of operation will remain unchanged. 8:30am-8:30pm Mon-Fri 8:30am-5:30pm weekends	Proposed Hours of operation to align with the summer camp operation: 8:30am-5:00pm Mon-Fri No weekend hours planned for Summer.	

The current reopening plan for the Administration Office as follows:

Category	Timeline (July 1 to Sept 6, 2021)	Scope of Services
Front Desk (FD) General Services	Remain closed until the capacity and physical distancing limit is lifted. Gradual reopening based on staff return to work planning.	UNA Account UNA Cards

The current restart plan for committee and board meetings is as follows:

Category	Timeline (July 1 to Sept 6, 2021)	Scope of Services
Committee Meetings	Restart at Wesbrook Community Centre starting September	
Board Meetings	Restart at Wesbrook Community Centre starting September	

Financial Implications

None

Operational Implications

None



Strategic Objective

Community and Stakeholder Relations

Attachments

None

Concurrence

1. Wegland Sit, Operations Manager
2. Qiuning Wang, Acting Recreation Manager

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: June 4, 2021
Meeting Date: June 15, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: 2020 and 2021 Annual General Meetings Planning

Background

Now that the University Neighbourhoods Association (UNA) has filed its new bylaws the planning for the 2020 and 2021 Annual General Meetings (AGM) can begin.

This report confirms the timing and location for the AGMs, and includes copies of the draft Notice of AGMs and Proxy Forms for Board approval.

Decision Requested

1. THAT the Board confirm that the UNA will hold the 2020 and 2021 Annual General Meetings back-to-back on September 30, 2021 commencing at 7:00 pm at the Wesbrook Community Centre, with in-person attendance.
2. THAT the Board approve the 2020 Notice of AGM and Proxy Form.
3. THAT the Board approve the 2021 Notice of AGM and Proxy Form.

Discussion

2020 + 2021 AGMs

The UNA is required to hold its 2020 AGM on or before November 1, 2021. The UNA will also need to hold a 2021 AGM.

The UNA Bylaws in Section 3.2 state that “*An annual general meeting shall be held in each calendar year not more than six months after the fiscal year end of the Association.*” The fiscal year end for the UNA is March 31, so the 2021 AGM will need to take place by September 30, 2021.

Because of the need to hold two AGMs – it makes sense to hold the two AGMs back-to-back. At the May 18, 2021 Closed meeting the UNA Board confirmed that the 2020 and 2021 AGMs should be held on September 30, 2021 in person.

Although it is proposed that the AGMs would be held back-to-back, they would each require their own agenda and be treated as two distinct and separate processes. A draft 2020 Notice of AGM and 2021 Notice of AGM are attached for Board review and approval.

The 2020 Notice of AGM is a simplified version, designed to meet the minimum regulatory requirements – while the 2021 AGM contains a more fulsome Agenda.

Based on the provincial restart plan the idea is to move forward with an in-person AGM process. If circumstances change, we can pivot – as the AGM materials do not need to be distributed to residents until early September.

Once the Notice of AGMs and Proxy Forms are approved by the Board, staff will begin preparing the materials – which will be emailed to members in early September.

2020 + 2021 AGM Timeline



* Includes notice of AGM and proxy forms. Audited Financial Statements, Annual Report and presentation materials to be distributed at event. 2021 Audited Financial Statements to be finalized at September Board meeting.

Financial Implications

There is currently \$30,000 budgeted for an AGM and election. These two processes are now separate, and costs may change this year due to changes – but staff are hopeful that the budgeted amount will be sufficient.

Operational Implications

Running two AGMs will require involvement from all levels of the organization, but especially Administration, Communications and Operations.



Strategic Objective

Moving forward the Annual General Meetings ties in directly with the UNA Strategic Priority of UNA Governance.

Attachments

1. Schedule A – 2020 Notice of AGM and Proxy Form
2. Schedule B – 2021 Notice of AGM and Proxy Form

Concurrence

1. Athena Koon, Finance Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

Please be advised that the **2020 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Thursday, September 30, 2021** at **7 p.m.** at the **Wesbrook Community Centre, 3335 Webber Lane.**

NOTE: The 2020 AGM was delayed due to governance changes approved at the Special General Meeting (SGM) held on September 30, 2020. The 2021 AGM will be held immediately after. The notice and agenda are enclosed.

AGENDA

Richard Watson, *Chair*

The following business will be conducted at the 2020 Annual General Meeting:

A. Introduction to the Annual General Meeting

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda
3. Motion to Accept the November 6, 2019 Annual General Meeting Minutes
4. Items arising from the Minutes
5. Motion to Accept the September 23, 2020 Special General Meeting Townhall Minutes
6. Items arising from the Minutes
7. Presentation of Audited Financial Statements for the Fiscal Year Ending March 31, 2020
 - a. Question and Answer Period

B. Question and Answer Period / Other Business

C. Motion to Adjourn

PROXY FORMS

If you are unable to attend the AGM, you may consider sending another UNA member as a proxyholder on your behalf by accomplishing the enclosed **YELLOW 2020 AGM Proxy Form.**

This document contains important information that may affect you. Please have it translated if you do not read or understand English.

Ce document renferme des renseignements importants. Veuillez le faire traduire si vous ne lisez ou ne comprenez pas l'anglais.

此文件含有重要信息，可能與您有關。如果您不懂英文，請找人幫您翻譯。

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이 문서는 본인에게 영향을 미칠 수 있는 중요한 정보를 담고 있습니다. 영어를 읽지 못하거나 이해하지 못한다면 한국어로 번역을 부탁드립니다.

تذکر: این سند حاوی اطلاعات مهمی است. اگر زبان انگلیسی نمی‌دانید و متوجه نمی‌شوید، خواهشمند است بخواهید آن را برای‌تان ترجمه کنند

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UNIVERSITY NEIGHBOURHOODS ASSOCIATION ANNUAL GENERAL MEETING (AGM) PROXY FORM

The undersigned, being a member of the above Association,
hereby appoints,

or failing this person,

as proxyholder for the undersigned to attend, act and vote for and on
behalf of the undersigned at the **2020 Annual General Meeting** of the
Association to be held on September 30, 2021 and at any
adjournment thereof.

Signed this _____ day of _____, 2021.

Printed Name of UNA Member

Signature of UNA Member

NOTE: Proxy forms are used during the AGM to vote on items such as the appointment of auditors. To hold proxy for another member, you must be a UNA member and must present a valid photo ID (i.e. driver's license, BC Services Card or passport).

Please be advised that the **2021 Annual General Meeting (AGM)** of the University Neighbourhoods Association (UNA) will be held on **Thursday, September 30, 2021, immediately after the 2020 Annual General Meeting** at the **Wesbrook Community Centre, 3335 Webber Lane**.

The notice and agenda for the **2020 AGM** is enclosed.

AGENDA

Richard Watson, *Chair*

The following business will be conducted at the 2021 Annual General Meeting:

A. Introduction

1. Review of Meeting Procedure
2. Motion to Adopt the Agenda

B. Reports

1. Chair's Report
 - a. Question and Answer Period
2. Finance and Audit Committee Report
 - a. Question and Answer Period
3. Presentation of Audited Financial Statements for the Fiscal Year Ending March 31, 2021
 - a. Question and Answer Period
 - b. Motion to Appoint the Auditors for the Fiscal Year Ending March 31, 2022
4. Chief Administrative Officer's Report
 - a. Question and Answer Period

C. Motion to Adjourn

PROXY FORMS

If you are unable to attend the AGM, you may consider sending another UNA member as a proxyholder on your behalf by accomplishing the enclosed BLUE **2021 AGM Proxy Form**.

This document contains important information that may affect you. Please have it translated if you do not read or understand English.

Ce document renferme des renseignements importants. Veuillez le faire traduire si vous ne lisez ou ne comprenez pas l'anglais.

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تذکر: این سند حاوی اطلاعات مهمی است. اگر زبان انگلیسی نمی‌دانید و متوجه نمی‌شوید، خواهشمند است بخواهید آن را برای‌تان ترجمه کنند

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UNIVERSITY NEIGHBOURHOODS ASSOCIATION ANNUAL GENERAL MEETING (AGM) PROXY FORM

The undersigned, being a member of the above Association,
hereby appoints,

or failing this person,

as proxyholder for the undersigned to attend, act and vote for and on behalf of the undersigned at the **2021 Annual General Meeting** of the Association to be held on September 30, 2021 and at any adjournment thereof.

Signed this _____ day of _____, 2021.

Printed Name of UNA Member

Signature of UNA Member

NOTE: Proxy forms are used during the AGM to vote on items such as the appointment of auditors. To hold proxy for another member, you must be a UNA member and must present a valid photo ID (i.e. driver's license, BC Services Card or passport).



Report Date: June 4, 2021
Meeting Date: June 15, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: 2021 UNA Election Planning

Background

Now that the University Neighbourhoods Association (UNA) has filed its new bylaws the planning for the 2021 Director elections can begin.

The new UNA bylaws separate the election process from the Annual General Meeting (AGM), and add additional language in relation to the Board establishing all procedures for the conduct of an election that are not provided under the Bylaws.

This report confirms the timing and procedures for the 2021 Director elections, and includes copies of the draft “How to Vote” document and UNA 2021 Director Elections ballot for Board approval.

Decision Requested

1. THAT the Board approve the UNA election dates as follows:
 - a. Deadline for receiving ballots for the election of Directors is 4:30 pm PST on Tuesday, November 30, 2021
 - b. Deadline by which the Association must send ballots + candidate information to members is Monday, November 8, 2021.
 - c. Deadline by which nominations must be received by the Association is Friday, October 8, 2021.
2. THAT the Board approve the attached ballot for use in the 2021 UNA Director elections.
3. THAT the Board approve the attached “How to Vote” document.
4. THAT the Board confirm the following election signage information:
 - a. In the private realm, candidates may make arrangements themselves with owners or landlords.
 - b. In the public realm (parks, boulevards, sidewalks, etc.), the UNA reserves the right to remove any campaign signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.
 - c. All election signs in the public realm must be removed no later than 24 hours after the election.

Discussion

Director Elections

The UNA bylaws in Section 5.1 note that *“An election of Directors shall be held in 2021 and in every third calendar year thereafter.”*

Bylaw 17.6 – in the Transition Section – notes the following:

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

Therefore, all Directors positions will be up for election in the fall.

The number of UNA Directors is currently six. As per Bylaw 6.3 the Board may increase the number of Directors to seven. Once it has set the number of Directors at seven it may not lower the number. At the May 18, 2021 Closed meeting the UNA Board confirmed that there will be seven Directors elected in the fall.

The bylaws are very specific in relation to the timeframes. The elections need to take place after the AGM for the year (which needs to take place by September 30, 2021), before December, and (when the various minimum timeframes are added up) advance notice of the election needs to be sent out at least 50 days prior to that.

The new election process is no longer linked to the AGM – and is a separate and distinct undertaking. Due to this, and as a result of the extended process for submitting ballots, and the lack of voter-day registration/limited voting, any potential impacts on public gatherings shouldn't have an effect on the UNA elections.

Because the election is not tied to a specific event (such as the AGM) – it is presumed that the votes will come into the UNA in an incremental manner – with an uptake near the final day for voting. It is also assumed that the UNA facilities where the ballots can be dropped off will be open.

Although there are a number of election related details specified in the Bylaws, the process also leaves a number of items to the discretion of the Board. Bylaw 5.11 states that *“The Board shall establish all procedures for the conduct of an election that are not provided under these Bylaws.”*

This is quite different then local government elections, where the vast majority of the election planning takes place outside of any input from the elected officials. Due to the addition of this language to the UNA bylaws it is important to be clear from the outset as to what items the Board will be directly involved with, versus which items will be left to staff.

Items contained within the Bylaws that need to be confirmed by the Board in relation to the election process include the following:



- The Board needs to approve the form of ballot.
- Dates for the election – need to be confirmed by Board. Proposed timelines are as per below. The timelines consider both the minimum times required as per the Bylaws, as well as time required to receive/prepare and distribute the necessary election materials.

Election Timeline		
September 24, 2021	Publish an advance notice of the election in a community, local or other newspaper, and on the Association website, which notice shall include a call for nominations (at least 14 days before deadline for receiving nominations)	Bylaw 5.2 (a)
October 8, 2021	Deadline by which nominations must be received by the Association (at least 15 days before sending ballots)	Bylaw 5.2 (b)
October 27, 2021	Deadline for finalizing membership list for mailing out the Ballot (at least seven <i>business</i> days)	Bylaw 5.7
November 8, 2021	Deadline by which the Association must send ballots + candidate information to members (at least 21 days before deadline for receiving ballots)	Bylaw 5.2 (c)
November 30, 2021	Deadline for receiving ballots	Bylaw 5.2 (d)

Other items that should be established by the Board as per Bylaw 5.11:

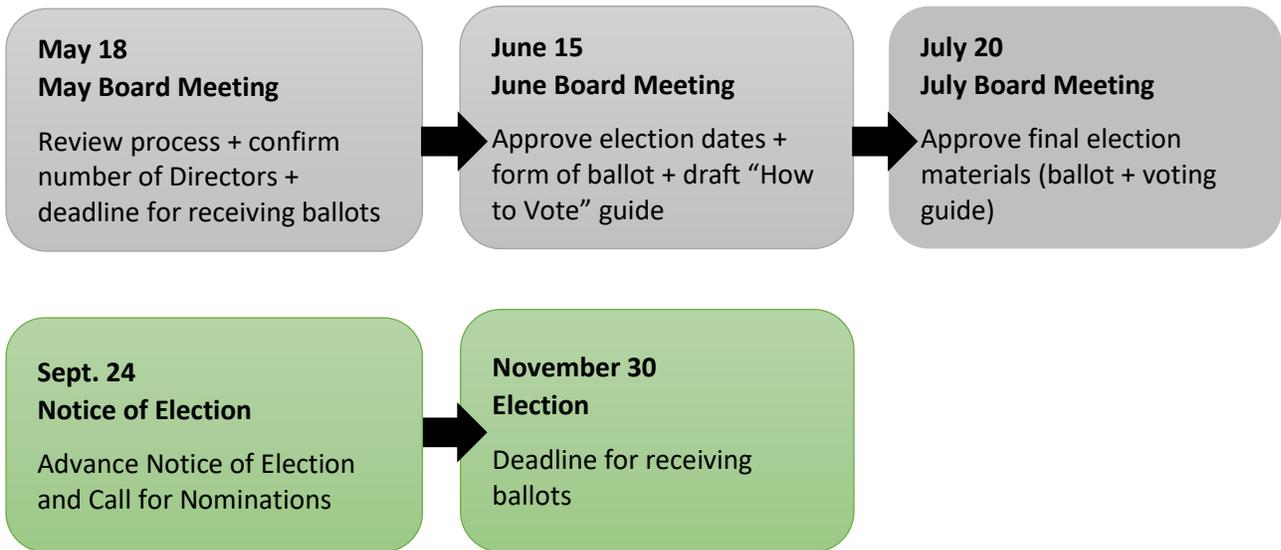
- Election process – including “How to Vote” document. This will need to include the locations where ballots can be dropped off (will be translated into six languages – French, Traditional Chinese, Simplified Chinese, Korean and Farsi).
- Any election signage details.

Staff will undertake the following:

- Notice of Election and Call for nominations.
- Creation of election information guide for candidates.
- Creation of election information guide for candidate representatives.

- Hiring an external elections official to oversee the counting of ballots and determination of the election.
- Creation of a candidates' package.
- Planning and hosting an all-candidates meeting.

2021 Elections



Financial Implications

There is currently \$30,000 budgeted for both the AGMs and election. The costs may change this year due to the new processes – but staff are hopeful that the budgeted amount will be sufficient.

Operational Implications

Running an election will require involvement from all levels of the organization, but especially Administration, Communications and Operations.

Strategic Objective

Moving forward the election ties in directly with the UNA Strategic Priority of UNA Governance.



Attachments

1. Schedule A – UNA “How to Vote” document.
2. Schedule B – UNA 2021 Director Elections Ballot

Concurrence

1. Athena Koon, Finance Manager
2. Glenda Ollero, Communications Manager
3. Wegland Sit, Operations Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

UNA Elections 2021

The University Neighbourhoods Association (UNA) members will elect seven members to its Board of Directors at the **2021 UNA Elections** that will run from **November 8 to November 30, 2021**. All UNA members in good standing, as defined by the UNA Bylaws, can vote in this election. Results will be emailed to members and announced on the UNA website at myuna.ca.

Election Process

The election process includes safeguards to protect the integrity of the election by ensuring all votes remain anonymous, while also applying due diligence related to voter eligibility. **Only one ballot per member is allowed.**

Please confirm that this ballot package contains the following:

- A **ballot** with the names of candidates listed,
- A **secrecy envelope**, that lacks identifying marks,
- A **certification envelope**, on which is printed:
 1. A unique envelope number along with space for the voting member to write their name,
 2. A space for the member voting to write their residential address,
 3. A statement attesting that the member voting is entitled to vote,
 4. A statement attesting that the member understands that they are entitled to vote only once and that the enclosed ballot is their only vote,
- A **return outer envelope** with postage paid and addressed to the University Neighbourhoods Association.

How to Vote

1. Vote for **up to SEVEN (7)** Directors by marking an "X" in the box to the right of your choices on the **ballot**.
2. Insert the marked **ballot** into the **secrecy envelope** and seal it.
3. Place the sealed **secrecy envelope** into the **certification envelope**, seal it and fill out the required information.
4. Place the **certification envelope** into the **return outer envelope** and seal it. The **return outer envelope** is postage paid.

Voting Options

BY MAIL

Drop your **return outer envelope** (with the **ballot**, **secrecy envelope** and **certification envelope** enclosed) in a Canada Post mailbox. Note that the **ballot** must be received by the UNA by **4:30 p.m. on Tuesday, November 30, 2021** for it to be included in the vote counting. Please allow time for mailing.

BY DROP BOX

Drop your **return outer envelope** (with the **ballot**, **secrecy envelope** and **certification envelope** enclosed) by **4:30 p.m., Tuesday, November 30, 2021**, in one of the drop boxes at the following locations:

- **Wesbrook Community Centre** at 3335 Webber Ln.
- **Old Barn Community Centre** at 6308 Thunderbird Blvd.
- **UNA Main Office** at 202-5923 Berton Ave.

Please check myuna.ca for each location's business hours.

Frequently Asked Questions

WHY ARE ELECTIONS BEING HELD SEPARATELY FROM THE ANNUAL GENERAL MEETING (AGM)?

In the previous version of the UNA Bylaws, elections were held on the same schedule as the AGMs. The change in timing for elections is necessitated by (a.) the requirement in the UNA Bylaws that the AGM be held by September 30 of the year, and (b.) the inclusion in the Bylaws of timing rules for each step in the election procedure. The change in timing avoids the need for the election procedure to begin in the middle of the summer.

WHY SO MANY ENVELOPES?

The package each member receives will include **three envelopes** and a **ballot**. It is important in this election, as it is in others, to ensure that the voting is anonymous. The **return outer envelope** facilitates mailing. The **certification envelope** ensures the validity of the vote and authenticity of the **ballot**. Once removed from the **certification envelope**, the **secrecy envelope** ensures the anonymity of the voter.

WHAT IS THE UNIQUE ENVELOPE NUMBER?

Each **certification envelope** bears a unique envelope number that helps the election officers certify the authenticity of the materials used to submit the votes. It is important to note that, to ensure anonymity, no identifying number is assigned to the **ballot** itself.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

BALLOT

Candidates for Director
SEVEN (7) to be elected

To vote, make an “X” in the box to the right of your choices.
You may vote for up to SEVEN (7) Directors.

	<input type="checkbox"/>	For: Director



Report Date: June 8, 2021
Meeting Date: June 15, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA-UBC Liaison Committee Terms of Reference

Background

The UNA-UBC Liaison Committee Terms of Reference (TOR) approved by the Board at its May 18, 2021 have been amended to the extent that they require further Board review. The updated TOR are attached for Board consideration.

Decision Requested

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference dated June 8, 2021.

Discussion

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 (TOR) for the Liaison Committee were reviewed by the Board at its May 18, 2021 meeting, and the following motion was passed:

THAT the Board approve the UNA-UBC Liaison Committee Terms of Reference circulated on May 18, 2021 with any non-substantive amendments agreed to by Director Holmes.

The TOR has received a number of edits since it was approved by the Board – the edits were deemed substantive enough to require further Board review. The attached version, which incorporates these changes were approved by UBC on June 8, 2021.

Highlights of the changes from the previous version are as follows:

- UBC has removed specific Board committee chairs as appointees and instead delegated the authority of UBC appointments to the UBC Board of Governors Chair, as a delegate of the UBC Board of Governors. This was to enable more flexibility for the committee to be comprised of Governors who have the relevant skill sets and experience for what may be important to the committee.



- Other non-substantive language clarification.

Pending approval by the UNA, the UNA-UBC Liaison Committee will come into effect thereafter – with meetings to take place at least semi-annually.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA-UBC Liaison Committee Terms of Reference – Dated June 8, 2021

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 – June 8, 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 stand-alone 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 (as defined below).

B. MEMBERSHIP & PROCEDURES

The Liaison Committee is comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (each, a "**UBC Liaison**" and collectively, the "**UBC Liaisons**") appointed by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors; and
 - b) three members of the UNA Board of Directors (each, a "**UNA Liaison**" and collectively, the "**UNA Liaisons**") appointed by that Board, one of whom must be the Chair, UNA Board of Directors.
2. *non-voting members, who are such individuals as may be 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

(or then equivalent positions)

An individual appointed as a UBC Liaison ceases to be a UBC Liaison on the earliest of the appointment of a replacement UBC Liaison by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors, and the cessation of the individual's membership on the UBC Board of Governors. An individual appointed as a UNA Liaison ceases to be a UNA Liaison on the earlier of the appointment of a replacement UNA Liaison by the UNA Board of Directors and the cessation of the individual's membership on the UNA Board of Directors.

The UBC Liaisons 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.

Either Co-Chair may, with the consent of the other Co-Chair, invite individuals, including UBC and UNA staff, to participate in meetings of the Liaison Committee 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

In section 4.5(a)(ii) of NA 2020, the UNA and UBC acknowledge that the Liaison Committee is a forum for discussion and collaboration, and further acknowledge that:

1. The UNA Liaisons and the UBC Liaisons are bound to comply with any directions provided by their respective governing bodies; and
2. Except for binding votes under section 19.3 of NA 2020, the UNA Liaisons and the 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 of the UNA Liaisons and two of the UBC Liaisons.

Meetings may be in person or by tele/videoconference.

Meetings may be attended only by Liaison Committee members and individuals invited by the Co-Chairs.

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