



AGENDA

Zoom Link: <https://us02web.zoom.us/j/87633024698>

Meeting ID: 876 3302 4698

A. CALL TO ORDER

B. APPROVAL OF AGENDA

- **Motion:** THAT the Committee approve the July 21, 2021 agenda as circulated.

C. APPROVAL OF MINUTES

- **Motion:** THAT the Committee approve the June 28, 2021 minutes as circulated.

D. ITEMS / REPORTS

1. Land Use Advisory Committee Recruitment

- i. Introduction (Glenda)
- ii. Attachment: Land Use Advisory Committee Recruitment Posting
- iii. Discussion

2. UNA Membership Drive

- i. Introduction (Glenda)
- ii. Discussion

3. Shared Ideas List on Google Docs

- i. Introduction (Glenda)
- ii. Discussion

4. Amendment to Standing Meeting Schedule

- i. Introduction (Glenda)
- ii. Discussion
- iii. **Motion:** THAT the Committee amend its standing meetings to every fourth Wednesday of the month starting at 4:30 p.m.

E. ADJOURNMENT

- **Motion:** THAT this meeting of the CEAC be adjourned.



MINUTES

PRESENT:

Jane Kang, Chair
Susan Eadie, Co-Chair
Ran Keren, Co-Chair
Alice Bradley

David Hahn (departed at 5:29 p.m.)
Eileen Le Gallais
Michelle Niu (arrived at 4:39 p.m.)
Nidhi Raina

REGRETS:

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

It was moved (Jane Kang) and seconded (Susan Eadie)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the June 28, 2021 agenda, as circulated.

Carried

C. APPROVAL OF MINUTES

It was moved (Jane Kang) and seconded (Eileen Le Gallais)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the June 1, 2021 minutes, as circulated.

Carried

D. ITEMS/REPORTS

1. Chair and Vice-Chair's Discussion with UNA Board Chair and UNA Chief Administrative Officer (CAO)

i. Oral Update

Susan Eadie, and Ran Keren, Co-Chairs, provided an update on discussions with the UNA Board of Directors (Board) Chair and CAO regarding the CEAC's mandate:

- Provide input to the Board on the needs and interests of the community to improve engagement
- Recommend ideas to improve community engagement:
 - CEAC is not responsible for implementation of the ideas.

Member Arrived

Michelle Niu joined the meeting at 4:38 p.m.

ii. Discussion

Discussion ensued on:

- The need for the CEAC to understand the Board's current priorities
- Election for Board positions will occur in November 2021
- The Board meets the second Tuesday of every month at 5:00 p.m.:
 - Board meetings are open to the public
- CEAC may make recommendations to the Board to foster engagement in the community:
 - Projects or concerns outside of the CEAC mandate may be brought forward to staff to determine if they should be presented to the Board.

2. CEAC Work Plan

i. Overview of the Draft CEAC Work Plan

Glenda Ollero, Communications Manager, led the review of the document titled, "Community Engagement Advisory Committee Work Plan (2021-2023)", and highlighted:

- The CEAC Work Plan (2021-2023) (Work Plan) can be amended to reflect shifting priorities
- Current CEAC priorities:
 - Conduct a survey to learn about the community
 - Be a voice for the community
 - Connect the community by establishing communication channels
 - Support the Board's priorities
- Potential for the CEAC members to be invited to participate in the UNA Recreation Department's fall 2021 focus group to inform 2022 programming
- Timelines for the completion of tasks included in the Work Plan:
 - Recognition that surveys take time to prepare and the timeline may be altered.

ii. Discussion

Discussion ensued on:

- The tasks can be implemented concurrently, subject to the availability of CEAC members and resources
- Ideas are to be presented to the Board through formal recommendations
- CEAC members may propose additional Work Plan items to the Chair or Co-Chairs for inclusion on a future CEAC meeting agenda
- Survey:
 - Suggestion to utilize the UBC Properties Trust survey as a model
 - Concern with the effectiveness of the survey as there are a statistically low number of responses
 - The survey will be promoted through a number of channels to increase the level of responses
 - The need to develop survey questions that will seek input and representation from many groups and demographics
 - Suggestion to contact Linda Quamme regarding her research into UBC groups

- Importance of collecting information on demographics, in addition to community needs:
 - Suggestion to retain professionals to assist with the development of the questions, potentially in multiple languages
 - Suggestion to review previous UNA surveys to obtain demographic data
 - Suggestion to approach the UBC Sociology Department for assistance
 - Suggestion that the preliminary survey be brief to narrow the focus for a follow-up survey.

iii. Motion

It was moved (Jane Kang) and seconded (Nidhi Raina)

That the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) approves the draft CEAC Work Plan (2021-2023) for submission to the UNA Board of Directors.

Carried

3. Setting up a Standing Meeting

i. Introduction

Ms. Ollero recommended that the CEAC schedule meetings in the third week of each month to ensure there is sufficient time for staff to prepare reports for inclusion on the Board meeting agendas.

ii. Discussion

Discussion ensued on:

- Suggestion that the length of the meetings be a maximum of two hours
- Holiday flexibility can be accommodated.

iii. Motion

It was moved (Jane Kang) and seconded (Ran Keren)

That the Community Engagement Advisory Committee establish standing meetings on the third Wednesday of every month from 4:30 p.m. to 5:30 p.m.

Carried

ii. Discussion (continued)

Discussion continued on:

- Resident groups have used petitions to communicate concerns to the Board:
- The CEAC's mandate is limited to social engagement:
 - Political action, insurance costs and security not within mandate of the CEAC
 - The CEAC could inform the Board of community concerns of which it becomes aware

Member Departed

David Hahn departed the meeting at 5:29 p.m.

- Suggestions to create a shared Google doc to propagate a list of ideas that fall within the CEAC's mandate

- Suggestion to have a town hall meeting to engage strata council chairs
- Suggestion to develop a list of UNA groups with specific interests with which the CEAC could engage.

Action Item (01): *Glenda Ollero to create a shared Google document for CEAC members to propagate a list of ideas for discussion at the next CEAC meeting*

E. ADJOURNMENT

It was moved (Jane Kang) and seconded (Alice Bradley)

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

Carried

Apply to be part of the new UNA Land Use Advisory Committee

The UNA Board of Directors is establishing a Land Use Advisory Committee to serve as an advisory committee to the Board regarding 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.

You are encouraged to apply if you are a UNA resident member 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
- Urban Planning

The committee will serve with an appointed chair from the Board and will have support from UNA staff. There are seven spots to fill in this committee and the term of appointment is two years. This is a volunteer committee that will serve without compensation.

For the committee's Terms of Reference, please visit: myuna.ca/una-committees.

All interested parties are asked to please submit a resume and cover letter addressed to the UNA Board of Directors to communications@myuna.ca before **September 3, 2021**.