



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the October 19, 2021 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the September 21, 2021 Minutes as circulated. 1

D. DELEGATIONS

1. Campus Vision 2050 Update – Michael White, Associate Vice President, Campus & Community Planning; Gerry McGeough, Director of Planning and Design, Campus & Community Planning; and, Joanne Proft, Associate Director of Community Planning, Campus & Community Planning

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC RCMP Detachment Update – Sergeant Chuck Lan
2. Electoral Area A Report – Electoral Area A Director, Jen McCutcheon 5
(Read: [Electoral Area Newsletter](#))
3. Campus and Community Planning Report – Senior Policy Planner, 15
Celene Fung

F. REPORTS

1. UNA Regulatory Rules Options – Control of Dogs – Chief Administrative Officer 17
2. UNA-UBC Liaison Committee – UNA Co-Chair Appointment – Chief 34
Administrative Officer

Recommendation:

THAT the Board appoint a UNA co-chair for the UNA-UBC Liaison Committee.

3. Management Update – Chief Administrative Officer 39
4. 2021-22 UNA Staff Work Plan – Second Quarter Update – Chief 47
Administrative Officer
5. Neighbours' Agreement Committee – Director Holmes – Verbal Update
6. Community Engagement Advisory Committee Update – Director Kang 54
 - a. July 21, 2021 Approved CEAC Minutes



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: October 19, 2021

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

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Terry Mullen

Murray McCutcheon
Jane Kang

UBC OBSERVER:

James Heth

STAFF:

Sundance Topham – Chief Administrative Officer
Dave Gills – Recreation Manager
Wegland Sit – Operations Manager
Glenda Ollero – Communications Manager
Athena Koon – Finance Manager
Marta Mikolajczyk – Administrative Assistant

GUESTS:

Olivia Fermi – UNA Resident

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 Chair:

THAT the Board approve the September 21, 2021 Meeting Agenda.

Seconded by Director

Motion by Director Holmes:

THAT the Agenda be amended to include the addition of item of H.1 UNA – Rural Property Tax from the Closed Session as Item H.1 on this Agenda.

Seconded by Director Mullen

Carried.

Motion by Chair:

THAT the Board approve the September 21, 2021 Meeting Agenda as modified.

C. APPROVAL OF MINUTES

Motion by Chair:



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

Seconded by Director Holmes.

Motion by Chair:

THAT the Board approve the September 7, 2021 Special Meeting Minutes as circulated.

Seconded by Director Kang.

Carried.

D. DELEGATIONS

1. Finding Ways for the UNA to respond to the climate emergency (as declared by UBC and City of Vancouver)

UNA resident Olivia Fermi provided a verbal presentation to the Board.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Electoral Area A Report

The Chair stated that the Electoral Area A Director, Jen McCutcheon sent her regrets.

2. Campus and Community Planning Report

The Board received the September 2021 report for information.

F. REPORTS

1. Management Update

The Management Report was presented for information.

2. Community Works Fund

Motion by Chair:

THAT the Board approve the UNA advancing the following joint UNA and UBC projects to the Electoral Area A Community Works Fund working group:

- a. Electric Vehicle (EV) Charging Stations Project
- b. Solid Waste Receptacle Replacement Project
- c. Wesbrook Outdoor Basketball Court Project
- d. Acadia Neighbourhood Active Transportation Improvement Project

Seconded by Director Kang.

Carried.

3. UNA-UBC Liaison Committee Member Appointments

Motion by Chair:



THAT the Board appoint Chair Richard Watson and Directors Bill Holmes and Terry Mullen as the UNA Liaisons to the UNA-UBC Liaison Committee.

Seconded by Director McCutcheon.

Carried

4. Finance Committee Update

a. 2022-23 Budget Timeline

The Finance Manager presented the 2022-23 Budget Timeline report for information.

b. 2021/22 1st Quarter Update

The 2021/22 1st Quarter Update was received for information.

c. Signing Authorities

Motion by Director Holmes:

THAT the Board approve the signing authorities and special instructions, as set out in the attached Draft RBC Master Client Agreement document.

Seconded by Director Kang

Carried.

5. Neighbours' Agreement Committee Update

Director Holmes provided a verbal update to the Board.

6. Community Engagement Advisory Committee Update

Director Kang provided a verbal update to the Board.

a. June 28, 2021 Approved CEAC Minutes

The Minutes were received for information.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Rural Property Tax – Director Holmes

Motion by Director Holmes

That the Board approve the draft letter to Duncan Jillings, Ministry of Finance, circulated separately.

That the Board authorize the Chair to sign the letter in the form approved or with minor modifications that do not change the substance of the letter.

Seconded by Director McCutcheon.

Carried.

I. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area A

Oct
2021

Director's Report

Hello UNA/UBC/UEL neighbours,

Happy fall! I am not sure how we are halfway through October already, and I feel like I am still trying to get into my September rhythm. If September brings new changes in your household, I trust that you are finding your new groove, and finding moments to stop and admire beauty that fall brings to the UBC Peninsula and beyond.

With respect to Electoral Area news, August was quiet month, with most committees and boards taking a break. For this reason, there was little to report on in September and therefore, no Director's Update. However, planning, meeting, and decision making are now very much back in full swing around the Metro Vancouver, and I'm doing my best to keep up!

I hope that you will find some interesting nuggets in the following pages. If there is anything of interest to that community that you would like me to consider for a future newsletter, please let me know.

As the COVID 19 continues to impact our lives, I trust that you are feeling some reassurance of our high vaccination rates and reasonably good indoor mask wearing in and around campus. As a mother to two children who are not yet eligible to be vaccinated, and the daughter to a fairly frail father in local long term care facility, I greatly appreciate our collective efforts to keep everyone in our community safe through vaccines and vigilant following of the COVID precautions. We are in this together, and we will get through this together. Please continue to do your part to prevent the spread of COVID19, and in particular, the Delta variant.

As always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with.

All the best,

Jen McCutcheon

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



*Jen and her family enjoying a beautiful fall day over Thanksgiving weekend.
Photo credit: Jean McCutcheon*

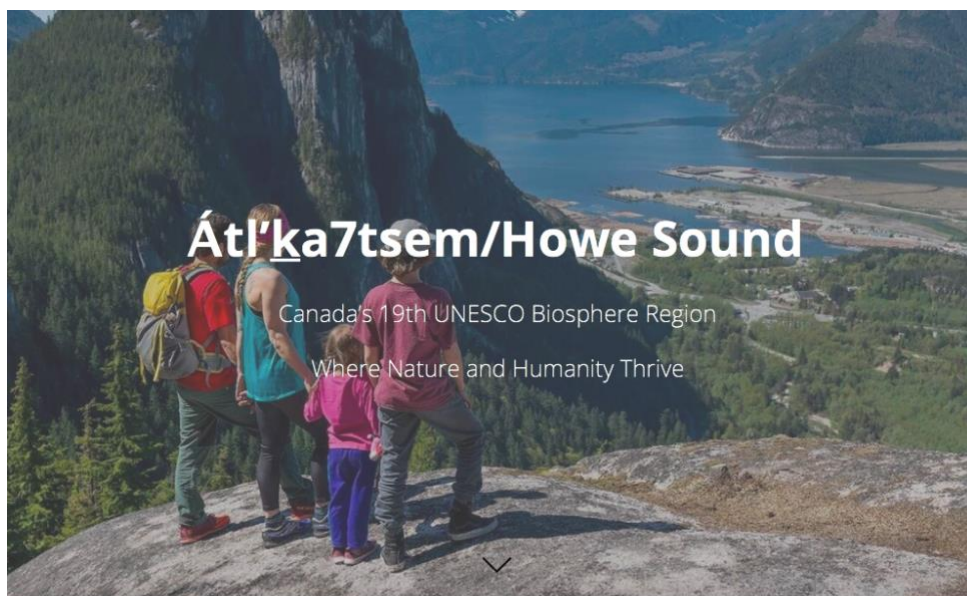


Aitl'ka7tsem/Howe Sound UNESCO Biosphere Region

I am very excited to share with you that on September 15, the United Nations International Coordinating Council for the Man and Biosphere Programme announced that Aitl'ka7tsem/Howe Sound became Canada's 19th Biosphere Region.

Biosphere regions are areas of terrestrial and coastal or marine ecosystems that are internationally recognized within the United Nations Educational, Scientific and Cultural Organization's (UNESCO) Man and the Biosphere Program. There are 702 biospheres worldwide, including now 19 total in Canada, three of which are in B.C. (Aitl'ka7tsem/Howe Sound and two on Vancouver Island).

Located in the north-western sector of Metro Vancouver, Aitl'ka7tsem (at-kat-sum), or Howe Sound, is a part of a network of fjords and islands that have been home to First Nations communities since time immemorial. After many decades of development, mining and industrial activity, environmental reforms and conservation efforts introduced since the 1980s have allowed for a significant ecological recovery including the return of marine species like orcas, salmon and dolphins. Today, the area is home to diverse ecosystems and many species of terrestrial, marine and avian wildlife.



The UNESCO biosphere region designation is the result of a multi-year community-led effort, under the expert leadership of Ruth Simons. The designation was endorsed by the Metro Vancouver Board and member jurisdictions with lands in Howe Sound (Electoral Area A, Bowen Island, Village of Lions Bay, and the District of West Vancouver). The goals of the biosphere designation broadly align with Metro Vancouver's environmental, climate change, and reconciliation goals.

More information can be found at howesoundbri.org.



Oct
2021

Approval of Metro Vancouver's Clean Air Plan

I am also happy to report that at the September Metro Vancouver Board meeting, the Board approved the 2021 Clean Air Plan.



The *Clean Air Plan* is Metro Vancouver's management plan to reduce air contaminant emissions and impacts, including GHGs, in our region over the next 10 years. The Plan has a vision that "Metro Vancouver is a carbon neutral region where residents experience healthy, clean and clear air." The *Clean Air Plan* is strongly linked to *Climate 2050*, Metro Vancouver's 30-year strategic framework for climate action. Urgent action is needed to accelerate greenhouse gas reductions to meet ambitious, science-based climate targets, while continuing to implement policies and programs to improve regional air quality. The Plan is intended to provide deep reductions in regional GHG emissions and yield air quality health benefits estimated at up to \$1.6 billion. It includes 29 foundational Big Moves that need to be started as soon as possible. The Plan is strongly aligned with actions and initiatives of others, and reflects feedback from engagement with residents, businesses and others in 2021.

You can read more about the clean Air Plan and its ambitious bold moves [here](#).

New hours for the UNA Green Depot at Wesbrook

In response to public feedback, the UNA Green Depot in Wesbrook Community Centre has recently revised its hours. The following schedule came into effect on September 13, 2021. You can find more information here: <https://www.myuna.ca/depot/>

- Mondays: Closed
- Tuesdays: 3 – 7 p.m.
- Wednesdays: 9:30 a.m. – 1:30 p.m.
- Thursdays: 9:30 a.m. – 1:30 p.m.
- Fridays: Closed
- Saturdays: Closed
- Sundays: Closed
- Holidays: Closed

As a reminder, anyone is welcome to use the UNA Green Depot facility. It is free for UNA members, and \$5 for non-members.





Oct
2021

Community Connections

This section highlights community initiatives and people that we think would be of interest to neighbours. Please send me your ideas about people who are going out of their way to make our neighbourhoods even better. I know there are lots of examples and I'd love to hear from you about some of them (email me at areaajen@gmail.com).

For this month's Community Connections, we have a very interesting and unique resident to feature. Their name is Kip, and they is one of about six resident coyotes who live in and around UBC/UEL. While I think that all of our coyotes are pretty neat, Kip is a bit of a legend out here, because they only had three functional legs. Now, of course Kip couldn't actually speak to me for the interview, so I went with the next best thing, an interview about Kip with leading UBC Coyote Researcher Dr. Kristen Walker. We decided that it would be fun to write the interview as if it was Kip speaking. I hope you enjoy it and learn something new about our coyotes as well – I know I did!

Jen: Hello, Kip, thanks for chatting with me today. To start, can you tell us a little about yourself?

Kip: I was born near UBC farm in the spring of 2020, along with my one sibling. Like other coyotes, our parents' mate for life, and have pups most years. After about a year with my parents, my sibling and I left their territory, but we both still live nearby (on and around campus). We do go home to visit our parents, and you'll sometimes hear us howling to each other across campus.

We like to eat small mammals such as mice, rats, voles, rabbits, squirrels. We also like eating fruit that has fallen from trees and other such produce.

I got the name "Kip" from the daughter of my human researcher friend, Kristen. Kristen's daughter does gymnastics and a kip is a gymnastics move on the uneven bars that she had just mastered when they met me. Now the name has stuck, and I kind of like it. In case you were wondering, I go by the pronouns they/them, mostly because the humans who know me best don't actually know if I am a male or female 😊

There are about six of us in the same area who all call UBC home. In addition, there are a number of transient coyotes who sometimes come out this way, and there are also other coyote families who live in Pacific Spirit Regional Park.



Kip, the three-legged coyote who lives on/near UBC campus (and the subject of this interview). Photo credit: Liam Brennan



Jen: Everyone wants to know, what happened to your leg?

Kip: Oh yeah, I'd forgotten about my leg. I was quite young when I injured it, so I don't know exactly what happened, but my friends think that I was likely hit by a car. My back leg is now damaged so I can't use it when I run, but it doesn't really bother me and I am still a pretty awesome hunter if I do say so myself. Because coyotes often coexist with humans and humans really seem to like cars, it is not uncommon for us coyotes to be injured or even killed by cars. In fact, just this past June a coyote (not one of my family members, thank goodness) was killed on 16th Avenue.

Jen: If humans like me see you or one of your relatives out here at UBC, what should I do?

Kip: Please just leave us alone!!! I don't mean to be rude, but really, don't approach us, don't feed us, don't take pictures of us, just leave us alone! As I mentioned, we co-exist well with humans, but in order for that relationship to be successful for both species, we need to be left alone. You can even try to scare us away by raising your arms in the air and yelling, but please don't throw anything at us.

Keep in mind that if you have a patio or yard, you could be inadvertently feeding us by leaving out garbage, or other objects that either attract us directly, or attract our prey, such as mice or rats.

Jen: I've seen some monitoring cameras attached to trees around campus. Do you know what those are about?



*Kip and their littermate. Image taken through Dr. Kristen Walker's monitoring cameras.
Photo credit: Kristen Walker*

Kip: Yes, there are two researchers out here who have monitoring cameras up. On UBC farm, Dr Matthew Mitchell has animal cameras set up to monitor biodiversity on the farm. On and around UBC campus, Dr Kristen Walker has cameras set up to monitor us coyotes. The cameras are set about a metre off the ground, so they don't usually capture human faces (in case you were concerned). Also, I know that Kristen makes the human faces blurry if she is ever using the images.

These animal cameras on/around campus are to study human-coyote interaction. She put the cameras up during COVID to see if we behaved differently with fewer humans around. Now she is comparing data from last year with this year to see where we are spending our time.

Dr. Walker also has similar cameras set up in Stanley Park, which I think has been very interesting.

Jen: Speaking of Stanley Park, do you know what is going on with your relatives who live in Stanley Park? It seems like humans and coyotes are not getting along so well down there. Do you know why that is?



Kip: Yeah, this is super frustrating and sad. Humans and coyotes have peacefully coexisted for decades in almost every large city in North America. There is still research going on to understand exactly what is happening in Stanley Park, but essentially, humans are not leaving coyotes alone and this is making the coyotes stressed and also leading them to expect humans to give them food. Humans in Stanley Park are known to be feeding coyotes, and there is a possibility that the coyotes are interacting with humans in other ways. There are also way more humans in the park at all hours of the night, which means that coyotes can't ever get a break from humans when they are most active. Oh, and humans are letting their dogs wander around the trails off leash – and this can cause those coyotes to become territorial. All of this activity is pushing the coyotes to the brink (literally, to the seawall) and they are coming in contact more in more with humans.

Jen: Have we seen many negative interactions between humans and coyotes up here on the UBC peninsula?
What should we do if we see an aggressive coyote?

Kip: It is actually very unlikely that you would have a negative encounter with a coyote out here. We are curious animals, and so sometimes we may seem like we are following you, but it is generally because we are curious or because we like to use the paths that you use (sidewalks, roads, trails). Dogs can be quite interesting to us, so if you don't want us near you or your dog, please keep your dog on a leash, especially the smaller ones as we may mistake them for a squirrel. Bigger dogs can seem like a threat to us or our pups and most often in the early Spring during pupping season.

Having said that, if you do encounter an aggressive coyote, DO NOT RUN. Instead make yourself look big, yell really loud, and if you have an umbrella handy (hey, this is Vancouver after all) then pop it open as that really scares us. If you are feeling threatened or if a coyote made physical contact, then you can call the RAPP line (1-877-952-7277).

If you see me or my family/friends on campus, you can always email Dr. Walker (ubcwildlifesightings@gmail.com) to let her know as she is tracking our movements.



Dr. Kristen Walker and her daughter, Emma. Dr. Walker studies human-coyote at UBC. Emma came up with the name Kip for the three-legged coyote living on campus. Photo credit: Kristen Walker

Jen: I think that it is pretty cool that humans and coyotes generally co-exist pretty well together. Do you have any tips for us humans on how we can make sure that we continue to co-exist together here on the UBC Peninsula?

Kip: I agree that it is nice that we can coexist together. We are native to this area, and have lived here for generations. I really can't stress enough that if we are to continue to coexist together, humans need to leave us alone. There are more and more people moving to campus, so please can you make sure you tell them not to approach us, and certainly not to feed us. In fact, it is illegal to feed coyotes and you could even be put in jail for



“So, next time you see me, please stay back, don’t try to take my picture or follow me as that makes me a bit nervous. And definitely DO NOT FEED me or any of my coyote friends. “

- Kip, the coyote

feeding us! Knowing that so many of my coyote friends have been hurt by cars around UBC, maybe you could also slow down if you are driving.

So, next time you see me, please stay back, don’t try to take my picture or follow me as that makes me a bit nervous. And definitely DO NOT FEED me or any of my coyote friends.

UNA Board Elections Happening this November

If you live within the UNA neighbourhoods, you have an election coming up next month. Seven candidates will be elected to the UNA Board. According to the UNA bylaws, a maximum of three candidates per UNA neighbourhood can be elected.

The elections will run from November 8 through November 30, 2021. All UNA members (age 18 and older) can vote in this election and will receive an elections package in the mail. This package will contain their ballots and information on how to vote. Results of the election will be posted on the UNA website (<https://www.myuna.ca/elections/>) and will be emailed to residents on November 30.



I encourage you to take the time to learn more about each candidate [here](#), and to drop off or mail in your ballot between November 8th and November 30th. Good luck candidates, and thank you for stepping up to serve our community.

TransLink Updates

Masks mandatory on transit

In August, the Province of BC updated its health mandate to make masks mandatory onboard transit again. A reminder that as you move around the region, you also need to wear your mask wherever you wait to board transit – so at the bus loop, on the SkyTrain platform or in the SeaBus waiting area. This is one step you can take to keep yourself and others as safe as possible when using transit.

[Read about how TransLink is helping the region reconnect safely at TransLink.ca/Covid19](#)



Room to Ride

With the return to in-person classes, TransLink is seeing busier buses and SkyTrains. To ensure customers are comfortable on board, they've partnered with *Transit* app to pilot capacity predictions. You can use the free app to check how likely you are to find a seat on the bus before you leave home, so that you can travel with confidence and comfort.

[Find out about capacity predictions at TransLink.ca/Capacity](https://translink.ca/capacity)

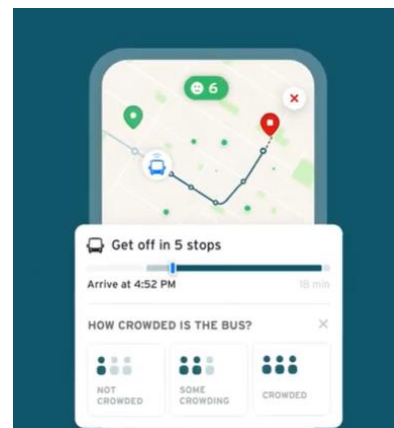
New Burrard Chinook SeaBus launches with Indigenous blessing ceremony

In July, TransLink introduced its newest SeaBus, the Burrard Chinook. Sailing on the shared unceded territories of xʷməθkʷəy̓əm (the Musqueam Indian



Band), Skwxwú7mesh Úxwumixw (the Squamish Nation), and səliwətaɫ, (the Tsleil-Waututh Nation), the vessel's name was selected and designed as a tribute to the Chinook salmon, one of the most iconic species in Pacific waters. Artists from each of the three Nations designed artwork that wraps around the SeaBus, and the boat was introduced into service with a moving blessing ceremony by the Indigenous Nations.

[Hear from the artists about their work on TransLink's YouTube channel](#)



Electric Vehicle Charging in Condos, Apartments and Townhomes

Is your strata or work place considering installing electric vehicle (EV) charging stations? Did you know that Metro Vancouver provides a great collection of EV charging resources for condominiums and apartments, and well as for workplaces?

Setting up electric vehicle charging in stratified buildings can be a complex process. This website walks EV owners, strata councils and property managers through typical steps in the process.

Metro Vancouver has pulled together a wide variety of resources to help you (and your strata). Topics include:

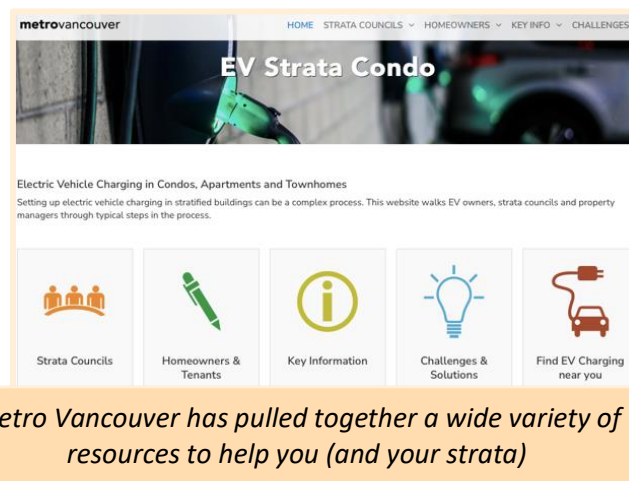
1. Electric vehicles
2. Residential vehicle charging
3. Capital and installation costs
4. Operating costs



5. EV charger rebates
6. Parking and building situation
7. Acts, bylaws, and rules

Here are a list of additional resources pulled from the Metro Vancouver website.

- [Emotive](#): General website about electric vehicles in BC.
- [Plug-in BC](#): A lot of resources on electric vehicles and charging, including government incentives.
- [List of EVITP Certified Installers](#): Reference list of certified EV charging equipment installers.
- [Plugging in at Work](#): How to Effectively Install, Share and Manage Electric Vehicle Charging Stations (2015): Excellent resource for workplace charging.



A message from the UBC Detachment of the RCMP

RCMP Staff Sargent Lan of the UBC Detachment, asked me to remind residents that with schools back in full swing, school zones are in effect on Monday to Friday from 8 am to 5 pm. The speed limit in school zones is 30 km/h. The fines are \$196 to \$253. Members will be out enforcing school zone speed limits and pedestrian crosswalks around the schools to ensure public safety.

Slow down!!

Wash in Cold Water to Reduce Ocean Pollution from Microfibres

Did you know that we can decrease our plastic pollution by washing clothes in cold water? These two concepts (plastic pollution and washing in cold water) may seem disconnected but read on to find out how they are linked.

Many of our clothes contain microfibres, some of which shed when we wash our clothes. By washing in in cold water, we can decrease the amount of plastic microfibres that are shed, which results in fewer of these plastics ending up in our oceans. Learn more at [Switchtocold.ca](http://ow.ly/EcVI50G93u1)





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 (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Climate Action Committee, MVRD
- Finance and Intergovernmental Committee, MVRD
- Chair of the Electoral Area Committee, MVRD
- Mayors' Committee, MVRD
- E-Comm Board of Directors
- Human Resources Committee, E-Comm
- Fraser Valley Regional Library Board of Directors
- Joint Regional Planning Committee for TransLink
- Inaugural Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- 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: October 12, 2021

Subject: Monthly Update from Campus and Community Planning

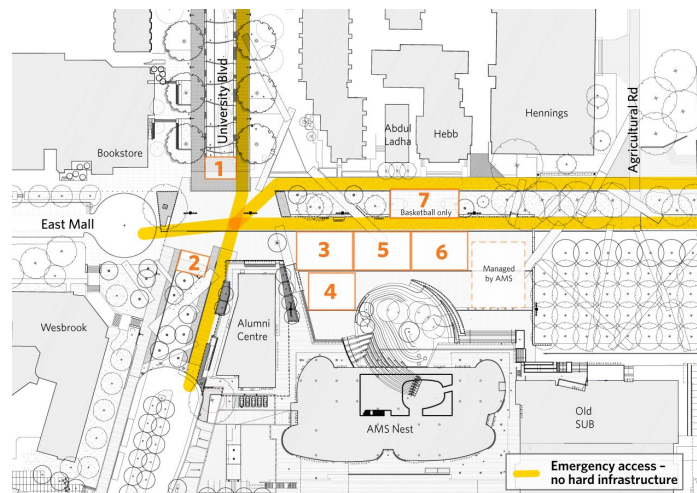
UBC Response to COVID-19

For UBC COVID-19 announcements see <https://covid19.ubc.ca/>.

Film & Events Notification

October

- Monday, October 11th – **Thanksgiving Day**. UBC closed.
- October 19th to 21st, 12:30pm to 3:30pm each day. **Safety Awareness Week** at University Commons zone 1 (see map below).
- Saturday, October 23rd, 6:00 am to 3:00 pm. **Great Trek Race** Half Marathon, 10KM, 5KM. Various roads. Start/finish at University Commons. For more information and race routes see <https://www.greattrek.ca>
- Friday, October 29th and Saturday, October 30th, 7:00 pm to 10:00 pm each day. **Halloween Carnival** at University Commons zones #3-6 (see map below). Alcohol to be served on Friday only.



November

- Thursday, November 11th – **Remembrance Day**. UBC closed.
- Thursday, November 11th, 10:45 am – **Remembrance Day Ceremony** at War Memorial Gym. For details, see <https://ceremonies.ubc.ca/remembrance-day-ceremony/>.
- November 10th to 12th – **Midterm Break**.

Development Project Updates

For more information on major development projects, please visit:

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

DP21022: Botanical Garden – Forest Pod

On September 22, 2021 a Development Permit was issued for a fence/screen, two benches, and a regraded slope near Wharton Glade at the UBC Botanical Garden, 6804 SW Marine Drive.

DP10017-1: Ultima – Heat Pump Addition

On October 7, 2021 a Development Permit amendment was issued for the addition of a heat pump to the patio of unit 109 at Ultima, 3479 Wesbrook Mall.



Report Date: October 12, 2021
Meeting Date: October 19, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Regulatory Rules Options – Control of Dogs

Background

The UNA currently does not have any regulatory powers in relation to the licensing or control of dogs. Although the UNA offers ongoing training for dog owners through the recreation department, and has placed signage around the Neighbourhood Housing Areas (NHAs) encouraging people to keep their dogs on a leash, there are currently no licensing or other regulatory powers in effect.

At the July 20, 2021 Open Session the UNA Board passed the following motion:

To direct Staff to report back to the Board on what steps can be taken to control dogs within the UBC neighbourhoods.

This report reviews current UNA dog control efforts, examines the framework under which the UNA is able to recommend the creation of rules to the UBC Board of Governors, reviews the history of UNA efforts in relation to implementing dog control regulations, and, recognizing the limited ability of the UNA to increase revenues to pay for additional services, investigates potential options available to the UNA for controlling dogs with the UBC neighbourhoods.

Decision Requested

For information

Discussion

The UNA currently does not have any regulatory powers in relation to the licensing or control of dogs. Although the UNA offers ongoing training for dog owners through the recreation department, and has placed signage around the Neighbourhood Housing Areas (NHAs) encouraging people to keep their dogs on a leash, there are currently no licensing or other regulatory powers in effect.

Because the UNA does not provide dog control as a service, there is currently no infrastructure in place to support the service. We do not have any licensing, ticketing or enforcement infrastructure to support dog control – and we only get involved with dog

issues on a complaint-based process – and within that context, our ability to do anything to resolve the issues is limited.

The UNA does not have the authority to enact its own regulations for the management of public spaces within the NHAs. The power to enact regulations with respect to the control and management of parking, traffic, noise, nuisance, and similar matters (including dog control regulations) falls under the authority of the UBC Board of Governors (BOG).

Through Section 6.5 of Neighbours Agreement 2020 (NA2020) the UBC BOG has appointed the Board of Directors of the UNA as an advisory board to the Board of Governors pursuant to Section 34 of the *University Act* with the terms of reference set out in NA2020 Schedule G.

Schedule G spells out how the UNA can bring forward proposed rules to the UBC BOG for consideration. The process as outlined in the current Schedule G (attached as Schedule A) is very prescriptive, including the requirement to strike a committee for rule review, with committee members to be drawn from major stakeholders.

A draft new process is being considered as part of the update to NA2020. The proposed new process still includes engagement - but streamlines the procedures. Discussions with Campus and Community Planning (C+CP) representatives note that this proposed new process, attached as Schedule B, could be utilized moving forward, if the Board chooses to advance the consideration of new rules.

To date the UNA has used its advisory board powers to successfully advance two “UNA Regulatory Bylaws” – which, although called Bylaws, are more properly defined as rules, as to not be confused with the UNA Bylaws. These rules are the UNA Noise Bylaw, which was approved in 2012, and the UNA Enforcement and Dispute Bylaws, which was also approved in 2012.

As any rules brought forward by the UNA for potential review and approval by the UBC BOG need to fall under Section 34 of the *University Act*, the first step in reviewing potential rules is to examine how UBC interprets this legislation, and the accompanying powers associated within it.

Campus and Community Planning staff, in conjunction with UBC Legal Counsel, have reviewed the range of potential regulatory considerations that the UNA could bring forward, and they note the following:

- *UBC is comfortable that the University Act provides UBC authority to make rules regulating animal control on all UBC property.*
- *Since the UNA is an advisory body to UBC on neighbourhood issues – including open space management, nuisance, and other regulatory*

matters within Neighbourhood Housing Areas – UBC would support the UNA developing pet control regulations. The UBC Board of Governors would ultimately need to consider and adopt the regulations.

- *UBC would look to the UNA to lead a process of consultation with residents in developing the regulations, including considering: the scope; funding; administration and enforcement mechanisms; and who actually enforces the regulations.*
- *The interpretation of UBC's University Act authorities includes the ability for licensing, imposing fees, regulating nuisances, recovering costs, and even impounding animals.*
- *In terms of process, UBC would look to the UNA to lead the analysis and drafting, with C+CP support to ensure eventual adoption by UBC's Board of Governors. The proposed regulations should ultimately go through the UNA-UBC Liaison Committee, consistent with that Committee's Terms of Reference, and to the UNA and UBC Boards for approval.*

A review of the history of dog/animal control regulations within the UNA shows that this issue has come up several times over the years. In 2010 UNA legal counsel presented a rough draft of an Animal Control Bylaw that was based on the City of Vancouver's Bylaw. A Bylaw Development Committee was struck, and the committee met on two occasions but was unable to recommend a scope of the bylaw.

In 2013 the UNA Board of Directors asked staff to revisit the Animal Control Bylaw and bring forward a scope for the proposed bylaw. The scope of work approved by the UNA Board was as follows:

Approved Scope of Proposed UNA Animal Control Bylaw - 2013

1. *The bylaw should be focused on pets in the public realm, but particularly on dogs. As housing within the UNA neighbourhoods are multi-family strata buildings or rental buildings operated by UBC Properties Trust (UBCPT), there are already regulations that restrict the ownership of animals within these buildings to small pets like dogs, cats, guinea pigs, hamsters, etc. Buildings within the UNA have regulations that have already been developed for pets living within the buildings. These are managed by the strata corporations or by UBCPT.*
2. *The bylaw would focus on the care and control of pets, particularly dogs, by their owners in matters related to restricting access to children's playgrounds, confinement in vehicles, being left unattended outside buildings, being tied or fastened to fixed objects, as well as to unwanted or uninvited contact with persons or other animals, aggressive behaviour and disturbing the peace, comfort or quiet of residents.*

The proposed bylaw advanced through the process required at the time for the recommendation of rules to the UBC BOG. Through the process it was determined that the focus of the bylaw should be limited to dogs, along with implementing a licensing requirement – with the end result being the creation of a draft “UNA Dog Control and Licensing Bylaw” (Attached as Schedule C).

Although considerable work was put into the draft bylaw, it was never advanced to either the UNA Board or the UBC BOG for approval, as concerns were flagged by UBC as to how the bylaw would be effectively implemented and administered – these issues were not able to be adequately addressed, and the process stopped.

In terms of next steps for the UNA, before advancing the conversation further, the first step is to consider the scope of any new regulations and the ability of the UNA to actually implement them in an operationally and administratively feasible manner.

As noted earlier, UBC is willing to consider a broad scope within their powers pursuant to Section 34 of the *University Act*; however, history has shown that unless the UNA is able to advance the rules to a place where they are enforceable and operationally and administratively feasible, they will not be implementable. There is no use creating rules if you are unable to effectively implement them.

With that in mind staff have proactively reviewed potential models that could be utilized for implementing dog control rules. All of the potential options would require some level of either additional expenditures and/or additional operational/human resources support - and some of the models are more easily implemented within the UNAs limited financial realities, while others would require significant expenditures beyond our current resources.

Recognizing the need for increased support within the Operations department, staff have included a proposed Operations Assistant in the draft 2022-23 budget (which will be coming to the Board in November for initial review). It is anticipated this proposed new position would be able to undertake *some* high-level dog control responsibilities (as part of their proposed regulatory bylaw compliance duties). The potential options as outlined in this report take this into account.

Any new rules would require additional communications/signage and community outreach support, as well as regulatory compliance enforcement, and a staged approach should be considered starting with implementing basic rules and advancing to a higher level of service as the UNA’s financial situation improves.

All of the options proposed could include the ability of the UNA to ticket for non-compliance with rules.

A matrix of potential options with high-level operational and costing implementations is as follows:

Option	Details	Operational Implications	Cost Implications
Leash Rules – No licensing	Complaint based only	Would require additional staffing. Could be undertaken as part of a proposed new Operations position. Would require communications support.	Duties included as part of a new proposed Operations position. New position would cost \$65,000.
Leash Rules + Licensing	Complaint based only	Would require additional staffing. Could be undertaken as part of a proposed new Operations position. Would require communications support. Would increase Front Desk workload + require additional software/dog registration tracking. Purpose of licensing would be to track/identify/return lost + missing pets. This would require somewhere to temporarily house lost pets + a kennel service.	Duties included as part of a new proposed Operations position. New position would cost \$65,000. Would require an agreement with a kennel for lost dogs + improvements for temporarily housing lost dogs. Cost estimated at \$25,000 per year. The costs would be partially offset by licensing revenue – which is estimated at \$25,000 per year (500 dogs x \$50).
Dogs in Public Realm Rules (More extensive than leashing) + Licensing	Proactive Enforcement	Contractor – Would require an outside contractor to actively enforce, and deal with complaints/dog kennel. Would require communications support. Would increase Front Desk workload + require additional software/dog registration tracking (If City of Vancouver was engaged as a contractor – there would be the possibility of utilizing their existing licensing regime).	Would require an agreement with an outside contractor, including improvements for temporarily housing lost dogs. Cost estimated at \$120,000 per year – above any new Operations position. The costs would be partially offset by licensing revenue – which is estimated at \$25,000 per year (500 dogs x \$50).

To help with the decision-making process staff have attempted to get a sense as to both the number of dogs within the NHAs and whether they are registered in a neighbouring jurisdiction, as well as the number of dog incidents that have been reported in the NHAs over the past five years, either directly to the UNA, or through the local RCMP detachment.

The UNA recently conducted a survey to try and get a sense of the approximate numbers of dogs in the NHAs. While the accuracy of the results are definitely not scientific – 310 people responded to the survey, with a total of 196 dogs reported to be in the NHAs. Based on the reach of the survey (the newsletter goes to 4000 residents, out of an estimated population of 14,000) we're anticipating the actual number of dogs to be higher – with a conservative estimated total of 500 dogs utilized for this report.

In terms of the number of those dogs that are currently registered, 76 of the survey participants (44%) said they've registered their dogs in other jurisdictions. 67 participants (92%) registered their dogs in Vancouver, with the remaining dogs registered at various local governments in the area.

In terms of the number of dog incidents that have been reported within the NHAs since 2016, either reported directly to the UNA or to the local RCMP detachment – there have been 14 incidents reported, 10 to the RCMP and four to the UNA.

Financial Implications

A challenge for the UNA is that it is unable to control its revenue numbers to account for an increase in services. Although some of the potential costs of paying for dog control services could be recouped through license fees (depending on the model chosen), high level costs show that the implementation of any stand-alone, full-service dog control would cost approximately \$120,000 per year.

Recognizing the need for increased support within the Operations department, staff have included a proposed Operations Assistant in the draft 2022-23 budget (which will be coming to the Board in November for initial review). As noted earlier it is anticipated this proposed new position would be able to undertake some high-level dog control responsibilities as part of their proposed regulatory bylaw compliance duties.

If the UNA was to move forward with a service that required licensing, and the temporary housing of dogs, this would add additional costs.

Although the UNA is trending towards eliminating its structural deficit and becoming self-sufficient, early budget projections for the 2022-23 budget year show that the UNA is not in a position to support a stand-alone full-service dog control service.

Operational Implications

The addition of new UNA services requires additional resources to implement. If any dog control rules are implemented there will be an operational implication.

Staff have included a proposed Operations Assistant in the draft 2022-23 budget. As noted earlier it is anticipated this proposed new position would be able to undertake some high-level dog control responsibilities. Even with this proposed new position there would still be implications on communications workload, as any new regulations/enforcement will require extensive public engagement.

If a more fulsome option is chosen, a specialized outside contractor (either a neighbouring local government such as the City of Vancouver, or another entity, such as Commissionaires BC), will need to be engaged. Staff have had initial conversations with both of these entities to get a sense of both their ability to potentially provide services, as well as any potential costs – although some interest has been expressed, further conversations are required.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – Neighbours Agreement 2020 – Schedule G
2. Schedule B – Draft Proposed Procedure for Development of Rules
3. Schedule C – Draft UNA Dog Control and Licensing Bylaw – 2014

Concurrence

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

Respectfully submitted,



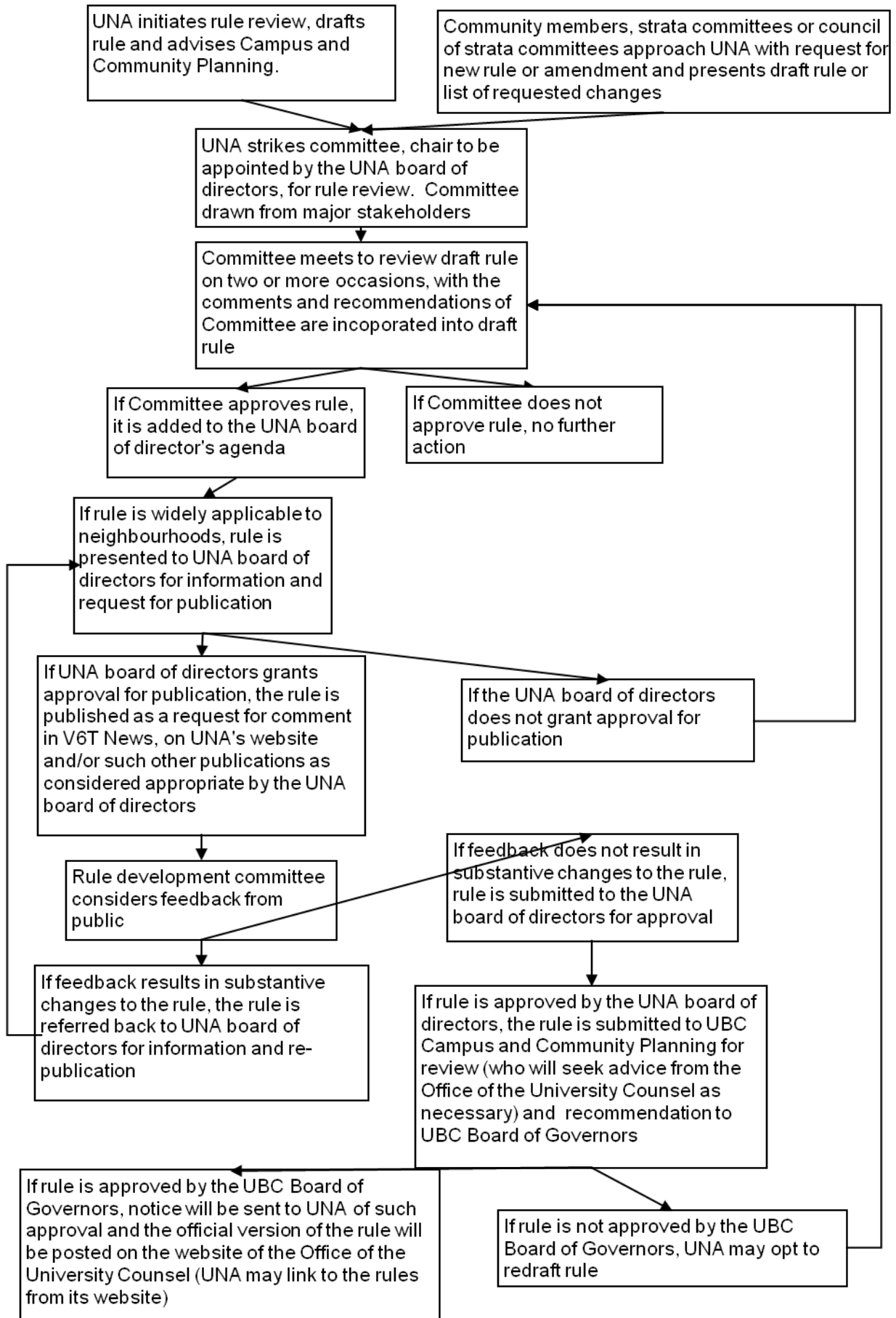
Sundance Topham
Chief Administrative Officer

SCHEDULE “G”

TERMS OF REFERENCE OF ADVISORY BOARD ON NEIGHBOURHOOD HOUSING AREA ISSUES

The UNA Board of Directors has been appointed by the UBC Board of Governors as an advisory board pursuant to section 34 of the *University Act* with the following mandate:

1. Develop proposals for rules on issues related to and arising out of concerns of the Residents located in Neighbourhood Housing Areas;
2. Consult closely with UBC Campus and Community Planning to ensure that its proposed rules adequately address issues related to the implementation of the rules, such as appeal processes, enforcement terms, and the like;
3. Recommend these rules for review by UBC Campus and Community Planning and subsequent approval by the Board of Governors; and
4. Follow the process for development of rules as set out in the flowchart on the following page, unless a departure from such process is approved by the Board of Governors. (This process is designed to ensure appropriate levels of community input and quality assurance and is based upon the policy development process used by UBC for the development of the policies issued by the UBC Board of Governors.)



SCHEDULE G
PROCEDURE FOR DEVELOPMENT OF RULES
AND SIGNIFICANT AMENDMENTS TO RULES

For the purposes of section 8.2 of the Agreement, in developing rules for the Neighbourhood Housing Areas and significant amendments to existing rules, the UNA is to follow the steps set out below, unless UBC has approved an alternative procedure. At any stage of the procedure, the UNA Board may decide to terminate the development of the proposed rules or amendments.

For greater certainty, nothing in this schedule is intended to derogate from the UNA Board's authority to direct the work of UNA staff.

1. UNA staff determine the purpose and scope of the proposed rules or amendments, and their operational and cost implications, consulting with UBC Campus & Community Planning as they do so.
2. UNA staff present the results of step 1 to the UNA Board and request UNA Board approval to proceed with the development of the proposed rules or amendments.
3. If UNA Board approval is obtained, UNA staff develop a draft of the proposed rules or amendments, consulting with UBC Campus & Community Planning as they do so.
4. If UNA Board approval is not obtained, but the UNA Board decides to continue with the development of the rules or amendments, UNA staff start again at step 1.
5. Subject to directions from the UNA Board, in developing a draft of the proposed rules or amendments, UNA staff may meet with any individual or group whose input would assist in the drafting of the proposed rules or amendments.
6. UNA staff present to the UNA Board, for information and comment, a draft of the proposed rules or amendments and their cost and operational implications.
7. UNA staff conduct a public consultation on the proposed rules or amendments, which consultation is to include the following:
 - (a) publication of the proposed rules or amendments on the UNA website;
 - (b) online opportunity for Residents to provide comments on the proposed rules or amendments; and
 - (c) widespread notification of the draft of the proposed rules or amendments and how comments can be provided.
8. Depending on the outcome of the consultation in step 7, UNA staff revise the proposed rules or amendments to reflect the input received, consulting with UBC Campus & Community Planning as they do so.
9. UNA staff present to the UNA Board for approval the proposed rules or amendments and a summary of the consultation in step 7.

10. If the UNA Board approves the proposed rules or amendments, UNA staff provide UBC Campus & Community Planning with the rules or amendments for recommendation to the UBC Board.
11. If the UNA Board does not approve the proposed rules or amendments, UNA staff revised the rules or amendments in accordance with the directions of the UNA Board, and then present the revised rules or amendments to the UNA Board, following which step 10 or this step applies.

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION (“UNA”)
DOG CONTROL AND LICENSING BYLAW (“BYLAW”)**

1. Adopted by the Board of Governors of the University of British Columbia (“*University*”) on the date set out below.

2. This *Bylaw* is designed to regulate dogs within the public realm of the *Designated Local Areas*. For greater certainty, the behavior of dogs within residential, commercial or institutional premises is not regulated by this *Bylaw* but is subject to any rules or regulations established by the applicable strata corporation, landlord or manager of those respective premises for the *keeping* of dogs on their respective premises.

Definitions

3. In this Bylaw:

“***aggressive dog***” means:

- (a) a dog that has shown a propensity, tendency or disposition to attack, without *provocation*, other domestic animals or human beings;
- (b) a dog that has bitten another domestic animal or human being, without *provocation*;
- (c) a dog that has approached any human being or another domestic animal in an apparent attitude of attack; or
- (d) a dog that is attack trained;

“***Board***” means the Board of Directors of the UNA;

“***Designated Local Areas***” means those areas of non-institutional development on the University campus and currently known as Chancellor Place, East Campus, Hampton Place, Hawthorn Place and Wesbrook Place, or portions thereof and which may be amended from time-to-time, for which the University and UNA have agreed that the UNA will assume responsibility to provide municipal-like services within the Designated Local Areas. The Designated Local Areas are identified in Schedule “A” to the UNA Enforcement and Dispute Bylaw, as that Schedule may be amended from time-to-time;

“***Enforcement Officer***” has the meaning given in the UNA Enforcement and Dispute Bylaw and also includes those persons identified in section 6(a) of this *Bylaw*;

“*keeps*” and “*keeping*” means to own, possess or harbour, and includes having temporary possession while caring for the dog on the owner’s behalf;

“*Licence Inspector*” has the meaning given in section 6(b); and

“*provocation*” does not include normal activities to be expected in public, such as persons carrying or consuming food, walking, running, playing sports or games, and associated raised voices, as well as normal interactions to be expected between a dog and persons and in particular children, and between the dog and other animals.

General

4. The *University* hereby confirms that the *Board* has been and is appointed by the University to implement and administer this *Bylaw* pursuant to the *University Act*, R.S.B.C. 1996, c. 468 generally and, in particular, sections 27(1), 27(2)(c), (t), (t.1), (t.2), (t.3), (t.4), (x), (x.1), (x.2) and 34, as recognized in Neighbours’ Agreement 2008, section 5.5.

5. Notwithstanding any other provision of this *Bylaw*, this *Bylaw* does not apply to an on-duty dog belonging to a police force having jurisdiction in British Columbia.

Administration

6. The *Board* may designate:

- (a) a person or persons to assist with carrying out and enforcing the provisions of this *Bylaw* or only certain parts of this *Bylaw* (the “*Enforcement Officer*”); and
- (b) a person to carry out and administer the dog licensing requirements of this *Bylaw* (the “*License Inspector*”).

The *Enforcement Officer* and *License Inspector* may appoint such assistants as they, in their discretion, deem necessary.

Mandatory Dog Licensing

7. A person must not *keep* a dog that is older than three (3) months unless such person has acquired an annual licence for the dog and has paid the annual licence fee. All persons *keeping* a dog that is older than three (3) months as of the date that this *Bylaw* comes into force must acquire an annual licence for the dog and pay the annual licence fee, within [insert appropriate number] months of the date that this *Bylaw* comes into force.

8. To obtain an annual licence for a dog, a person must apply to the *License Inspector* on the form and in the manner that the *Licence Inspector* requires, and pay to the *UNA* the annual licence fee.

9. The *Licence Inspector* may pro rate the annual licence fee where satisfied that the person has just acquired the dog or the dog just turned three (3) months old. The *Licence Inspector* may also waive the annual licence fee where satisfied that the dog has been specially trained to guide or assist a person who is disabled and that person applies for the annual licence.

10. A person who *keeps* a dog must ensure that the dog at all times wears a collar to which is attached the licence tag furnished by the *Licence Inspector*. Where a licence tag is lost, stolen or damaged, a person must obtain a replacement licence tag by applying to the *Licence Inspector* and paying the applicable replacement fee.

11. The applicable licence and replacement fees are set out in Schedule “A” to this *Bylaw*. The fees in Schedule “A” may be amended from time to time by the *Board* upon the approval of the Board of Governors of the *University*. The *Board* may establish such other details as may be required for the implementation and administration of such mandatory licensing for dogs.

Control of Dogs in the Public Realm

12. Except in an area designated by the *Board*, if any, a person who *keeps* a dog must not permit, suffer, or allow the dog to run at large in public. To “*run at large*” means the dog is not in the immediate care and control of a competent person and not on a leash that is, at most, 2.5 m (8.2 feet) long (this includes allowing the dog to walk or run while the person is not holding the leash). In addition to any penalty that may be imposed for a contravention of this *Bylaw*, a dog found *running at large* may be taken into custody by the SPCA pursuant its authority under the *Prevention of Cruelty to Animals Act*, the Enforcement Officer or such other person or entity designated to assist with the carrying out and enforcement of this *Bylaw*, and be held and released or otherwise disposed of by the SPCA or such person in accordance with their policies and practice, including any requirement for the payment for costs incurred for the dog’s care while in custody.

13. Either of the *Enforcement Officer* and the *License Inspector* may designate a dog an *aggressive dog*, upon evidence satisfactory to the *Enforcement Officer* or the *License Inspector* (as the case may be) that the dog meets the definition of an *aggressive dog* as set out in this *Bylaw*. The designation will remain in effect unless removed by the *Enforcement Officer* or the *License Inspector*. The person who *keeps* the dog that has been designated an *aggressive dog* may:

- (a) dispute the designation pursuant to Sections 13 to 22 of the UNA Enforcement and Dispute Bylaw in the same manner as if the designation is an Infraction Notice (as defined therein); and
- (b) apply to the *Enforcement Officer* and the *License Inspector* not more than once per calendar year for a reconsideration of the designation provided that (i) the *UNA* has received no further complaints in regard to that dog's aggressive behavior, and (ii) proof and documentation is provided that the person and dog have successfully completed a course by a recognized and accredited institution or dog trainer to address the dog's aggressive behaviour, in which event the designation may, but not must, be removed.

14. In addition to complying with section 12, a person who *keeps* an *aggressive dog* must not permit, suffer or allow the dog to be in public unless the dog is muzzled to prevent the dog from biting another animal or person.

15. A person who *keeps* a dog must not permit, suffer, or allow the dog to:

- (a) without *provocation*, chase, bite or attack any person or domesticated animal;
- (b) cause damage to any property;
- (c) upset or break into a refuse container on a street or other public place;
- (d) enter a children's playground area, being an area set aside for children for recreation and play and which contains play equipment such as swings, seesaws, slides, climbing and similar equipment, etc., other than a specially trained guide or assistance dog that is assisting a person;
- (e) approach any person or other domesticated animal where such contact is uninvited and that other person indicates that such contact is unwanted.

16. A person who *keeps* a dog must not leave a dog in areas accessed by the public (such as, by way of example and without limitation, outside grocery stores and other commercial storefronts and community centres/facilities, in parking lots, etc.), unattended and tied or fastened to a fixed object while the dog barks, howls, obstructs passage or access or otherwise causes a nuisance.

17. A person who *keeps* a dog, except for a service or guide dog in the company of a handler who is physically disabled or blind, must immediately remove any excrement

deposited by the dog and deposit it in a suitable refuse container or dispose of it in such manner as may be required by other bylaws or rules established by the *Board*.

Offences and Penalties

18. (1) Every person who contravenes any of the provisions of this *Bylaw* or who suffers or permits any act or thing to be done in contravention of any of the provisions of this *Bylaw* (and such specifically includes any strata corporation or other owner who has any commercial relationship with such person), or who neglects to do or refrains from doing anything required to be done by any of the provisions of this *Bylaw*, is guilty of a contravention against this *Bylaw* and liable to the penalties hereby imposed. Each day that a contravention continues to exist shall constitute a separate contravention.

(2) Every person who commits a contravention of this *Bylaw* is liable to a penalty of \$200 for each contravention.

19. A person may dispute an alleged contravention of this *Bylaw* pursuant to the process set out in the UNA's Enforcement and Dispute Bylaw.

Severance

20. Each separate provision of this *Bylaw* shall be deemed independent of all other provisions herein and if any provision of this *Bylaw* is declared to be invalid, all other provisions hereof shall remain valid and enforceable.

This *Bylaw* comes into force and takes effect on the date of its passing.

DONE AND PASSED by the Board of Governors on the ____ day of _____, 2014.

Chair of the Board of Governors

SCHEDULE “A”

ANNUAL LICENCE FEES

	<u>Amount</u>
(a) Male or female dog	\$xx.00
(b) Replacement tag	\$xx.00



Report Date: October 6, 2021
Meeting Date: October 19, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: UNA-UBC Liaison Committee – UNA Co-Chair Appointment

Background

The UNA representatives on the UNA-UBC Liaison Committee were appointed by the Board at its September 21, 2021 meeting. The Board also needs to appoint a UNA co-chair for the committee, and this step was inadvertently missed.

Decision Requested

THAT the Board appoint a UNA co-chair for the UNA-UBC Liaison Committee.

Discussion

The UNA Board appointed three UNA Liaisons to the new UNA-UBC Liaison Committee (The “Liaison Committee”) at its September 21, 2021 meeting – Chair Richard Watson and Directors Bill Holmes and Terry Mullen.

The Liaison Committee Terms of Reference (TOR) also require the UNA Board to appoint one of the UNA Liaisons as the co-chair of the committee – and this step was inadvertently missed. UBC is also required to appoint a co-chair, and as of the writing of this report their co-chair had not been appointed.

As per the TOR 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.

A date for the first UNA-UBC Liaison Committee has not been set yet, but tentative planning indicates that an early-to-mid November date is likely. Elected representatives on UNA committees will be reviewed and revised as required following the Board elections.

Financial Implications

None



Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA-UBC Liaison Committee Terms of Reference

Concurrence

None

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

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 ("**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 earlier 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.



Report Date: October 12, 2021
Meeting Date: October 19, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: October Management Update

Background

The October 2021 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late September and early October a considerable amount of time was spent undertaking budgeting, preparing for and hosting the fall AGMs, and preparing for the upcoming Board elections. Time was also spent providing support to the Neighbours Agreement Committee as well as working on a variety of human resources items.

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

Board Relations

- Attended Committee meetings and supported Board initiatives, including ongoing work for the Joint Financial Task Force and the Neighbours Agreement Committee.
- Preparing for and hosting the 2020 and 2021 UNA Annual General Meetings (AGMs).
- Preparing for the 2021 Director elections.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes. The UNA has engaged an outside security guard agency to assist staff with checking for proof of vaccination – with a pivot to UNA staff planned for mid-November.

More information in regard to how the UNA is implementing the Provincial Health Officer Orders is available on the www.myuna.ca website.

Operations

- Worked closely with the Board, as well as Campus and Community Planning (C+CP), and the Area A Community Works Fund working group to advance Community Works Funds projects to the next stage. The four potential UNA-UBC projects were reviewed by the Area A Community Works Fund working group, and have advanced to the next stage, with feasibility and pre-planning work currently underway. The Board will be updated as the projects advance.
- Met with the Manager of Operations to review departmental priorities and discuss potential departmental restructuring to accommodate increasing workload.

Finance

- Assisted with the budget planning work

Risk Management

- Continue to support the Operations department and Recreation department in implementing policy/training or contractual changes required as a result of the new UNA insurance coverage.

Programs and Services

- Records Management work - Continue with implementing the Records Classification and Retention System. Pilot project is finalized, and other departments are starting to implement the new system.
- Participated in the Office Space Needs Assessment. An initial walk-through of UNA facilities with the consultants has taken place, and individual departments have met to discuss areas of concern. A placeholder for potential capital improvements will be included in the 2022-23 budget.
- Prepared a detailed dog bylaw options report for Board consideration.

Human Resources

- Continue to work with new Recreation Manager to assist with on-boarding.
- Analyzing near-term staffing requirements as part of the annual budgeting process.

Community Relations

- Continue to respond to community enquiries – including a joint meeting with C+CP staff and a local resident to discuss neighbourhood level initiatives for climate action.
- Assisted with the recruitment of Land Use Advisory Committee members. The application deadline has closed, and the Board is in the process of reviewing applicants.



OPERATIONS

Parking Signage Update Project Along Birney Avenue and Webber Lane

New “resident permit parking only” zones have been added along the follow areas:

- Webber Lane
- Birney Avenue West of Webber Lane

The update is to address daytime parking issue that we noticed in the area. We have noticed a consistent overspill of resident’s vehicles with UNA parking permit and visitor parking pass in 1 hour time limited parking in the above area. UNA Parking Service has updated on street parking space from time limited parking to a permit only parking zone to address the ongoing increased parking demand.

Electric Vehicle Meet and Greet

The UNA would like to share the following [report](#) about the challenges, resources, rebates, and lessons learned in supporting EV owners in stratas at the UNA and in Metro Vancouver. This research was conducted by UBC Sustainability Scholar Adriana Valentina Farias, who worked under the mentorship of Ralph Wells, Community Energy Manager at UBC’s Campus and Community Planning, and Julia Gellman, Sustainability Specialist at the UNA.

To celebrate the completion of this research and to share resources with residents, the UNA is pleased to invite strata residents, council members, managers, and others to attend our [Electric Vehicle Virtual Meet and Greet](#) on **Thursday October 21st, 5:00 – 6:30 p.m.** Join this event if you’re curious to learn more about the shift to Electric Vehicles, and how you can be involved. Metro Vancouver and PluginBC representatives will also provide presentation in the meeting.

This Meet & Greet will provide education and connections for those interested in going electric. This event is free, but registration is required. Anyone is welcome to join.

Level 2 Charging Station – Wesbrook Mall Near Gray Ave

Construction of the charging station is completed as of October 2021. Commissioning of the charging station for Modo Vehicle and use by the general public will be available later in 2021.

Proof Of Vaccination – Security Guard in WCC

Security guards are temporarily deployed inside Wesbrook Community Centre to ease the implementation of Proof of Vaccination verification procedures for program and fitness center patrons.

Collings Field at Noble Park Update

UBC Women’s Varsity Softball Team practice is scheduled from September 13 to October 30, the team is scheduled to practice two times a week:

- Tuesdays, 1pm to 3pm
- Thursdays, 1pm to 3pm

FINANCE

Highlights of major activities:

- Budget work for fiscal 2022/23
- Continue working with Joint Financial Task Force

Details:

Budget Planning for the next fiscal 2022/23:

Started working with all departments in September to draft the budget for fiscal year 2022/23. As reported at our last meeting, the plan is to bring the initial draft to the Board at the November Board meeting, after it has been reviewed by the Finance and Audit Committee at their November meeting.

Continue Working with Joint Financial Task Force (JFTF):

Worked with UBC to confirm timing and estimate of fiscal 2022/23 Neighbours' levy for budgeting purposes. Neilson report has been extended and should be finalized at the end of October. Continue to work with UBC representatives to review the treatment of Tangible Capital Assets.

COMMUNICATIONS

Annual General Meetings 2020 and 2021

The UNA Annual General Meeting (AGM) 2020 and AGM 2021 took place on September 29. In the final weeks leading up to the event, the Communications Department worked on coordinating the event with the staff AGM team and panelists, ensuring that members were sent updates, writing and finalizing the script and presentation slides, arranging for catering and organizing the dry run.

Annual Report 2020-2021

As a supporting document for AGM 2021, the Communications Department prepared the Annual Report 2020-2021 which contains a summary of the work done towards the Strategic Plan, a message from the Chair and the Audited Financial Statements. The Annual Report was distributed electronically and is available on the UNA website.

Staff IDs

Identification badges or staff IDs were provided to all staff members to be worn for identification and for safety purposes. The staff IDs are particularly useful currently while security guards are facilitating entry and checking proof of vaccinations. The staff IDs allow staff to bypass the checkpoint. Management has decided to require staff IDs moving forward as there is an added benefit of security. The Communications Department took photos, designed, printed and rolled out the staff IDs.

UNA Elections 2021

Preparations for the 2021 UNA Elections continue. The Communications Team has finalized a UNA Elections webpage which will continue to be updated in the lead up to November 30, 2021. The Communications Team has been working towards collecting nominations and publishing candidate information after the deadline for nominations last October 8, 2021. Election materials have been translated, finalized and sent to the printers and members can expect to receive their election packages during the week of November 8, 2021.

Records Management

The Communications Team has been working with the Records Management Team to move their files to the new file management structure. During this process, the team is working to develop training materials for staff so that their transition will be more efficient and new staff can have reference materials to use when they're onboarded.

Other work:

- Finalized Program Guide covers for 2022
- Roll-out of survey on the number of dogs in UNA neighbourhoods and designated buildings
- Participating and providing input during budget meetings
- Securing a research company to help the Community Engagement Advisory Committee design a community survey
- Creating Campus Resident ads for AGM, Elections and Membership Drive
- Creating signage for Community Gardens

RECREATION

PHO Mask Mandate & Vaccination Mandate

The Recreation Department, Wesbrook Community Centre (WCC) and the Old Barn Community Centre (OBCC) continue to operate under the constraints of the provincial

health orders. To aid the operations staff and reduce the impact of delayed entry at the WCC, it was determined to secure a security service from Commissionaires BC to start Oct 1 to check proof of vaccination for required populations. Front Desk staff continue to check the vaccine QR Code at the Old Barn Community Centre. The community's response to the new safety requirements has been positive at both locations.

Hours of Operation

September brought expanded opening hours for the WCC and the OBCC. WCC Hours increased by seven hours per week. OBCC hours increased by 41.5 hours per week.

WCC Fitness Center hours of operation extended to pre-pandemic hours. Mon to Thurs 6:00 am to 10:00 pm, Fri 6:00 am to 8:30 pm, Weekends 8:30 am to 6:00 pm. OBCC continues to be open during regular business hours (7:00 am to 7:00 pm Mon to Sun, and 10:00 am to 4:00 pm on holidays).

Fall Programming & Try-IT Week

Fall programming kicked off with Try-IT week, with 22 programs being held in-person, the event drew approximately 150 participants. Despite the restrictions reducing free participation numbers, registration numbers continue to climb. Recreation programming at months end showed a combined 1844 registered participants and a revenue of \$150,869. The increase in both participants and revenue is a good sign of a recovering community.

Fitness Center Increased Use and Membership

The fitness team added a new fitness centre lead – Tasha Lee. The WCC and OBCC saw over 1200 combined visits to both fitness centres: with breakdown being WCC 1203, OBCC 65. 135 new fitness centre memberships were sold in month of September with 167 active fitness centre memberships currently showing in the system.

New Hirings September

To meet growing demand in the WCC & OBCC the recreation team hired 5 new staff, 2 in the fitness department, and 3 operation front desk staff.

The Recreation Manager and Front Desk Supervisor began an internal search to fill the vacant Booking Agent position.

Neighbours Day

Neighbours Day, despite the rainy weather, had 150-200 residents filtering through the three-hour event window. The arts and crafts and Stamp Card collection were enjoyed by families with children. The UBC Marching band was a cheerful addition, enveloping the event space with live tunes. There is both a need and demand to grow this community celebrating event.

In addition to Neighbours Day, two cultural events were held at the Old Barn Community Centre. Allison Anderson and Gabriel Landstedt presented a beautiful Opera concert.



Candy Bones brought us an engaging and entertaining theatrical act the following weekend. In total, there were over 80 attendees.

Important to note is that staff have and will continue to comply with provincial public orders and take a precautionous approach when organizing the community events to ensure the safety of residents when attending community celebrations.

Halloween Events

With October looming, Wesbrook Community Centre once again will be haunted! We are looking forward to families throughout the UNA, joining us for trick-or-treating, Halloween games and other spooktacular activities. You will not want to miss the UNA wide Scavenger hunt on October 31st from 3:00-6:00 pm. We are also still looking for volunteers. If people are interested, they can contact Claire.Russell@myuna.ca.

Reconciliation Day & December Holiday Hours

Reconciliation day was observed on September 30th with both centre's operating on reduced holiday hour schedule. Out of respect no registered programming was scheduled.

Consistent with past years, the UNA Administrative and Wesbrook Community Centre Recreation Offices will be observing discretionary days over the Christmas Holidays. Both the UNA Admin and Recreation Offices will be closed from December 24th, 2021 reopening January 4th, 2022. OBCC and WCC will be closed on December 24th, 25th, 26th, 31st and January 1st. OBCC and WCC will be observing holiday hours, open 10am-4pm, December 24th and December 27th – 30th and January 2nd and 3rd.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer



Report Date: October 12, 2021
Meeting Date: October 19, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: 2021-22 UNA Staff Work Plan – Second Quarter Update

Background

The 2021-22 UNA Staff Work Plan – Second Quarter Update is presented for information.

Decision Requested

For information

Discussion

The 2021-22 UNA Staff Work Plan was approved by the Board at the April 20, 2021 meeting.

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

Four major items continue to dominate the staff work plan over the last quarter – the first is COVID and the effect that this had on operations – including planning associated with reopening in alignment with the province's restart plan. The second is governance-related work, including holding the 2020 and 2021 Annual General Meetings and planning for upcoming UNA elections. The third is financial processes – including preliminary work for the annual budget process – with revamped internal procedures. The fourth major item has been human resources – including policy and procedures updates as well as important hiring processes.

Financial Implications

The initiatives contained within the work plan are funded in the 2021-22 approved budget.

Operational Implications

None



Strategic Objective

The 2021-22 UNA Staff Work Plan moves forward all four of the Board's strategic initiatives:

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

Attachments

1. Schedule A – 2021-22 UNA Staff Work Plan – Second Quarter Update.

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

STRATEGIC PLAN 2019-2022

UNA STAFF WORK PLAN 2021-2022 – Second Quarter Update

UNA GOVERNANCE		
Explore opportunities to evolve governance to meet the changing needs of a growing population and community, including a review of the decision-making mechanisms of the UNA to ensure the organization can respond to community needs.		
<p>Strategy:</p> <p>The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.</p>	<p>Goals:</p> <p>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</p> <ul style="list-style-type: none"> Led by the Board with staff support as needed. <p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Support the Board and Neighbours Agreement Committee on any changes to <i>Neighbours’ Agreement 2020</i>. 	<p>Progress:</p> <p>Review the Board’s and director’s roles and responsibilities within the context of the UNA’s municipal-like mandate</p> <ul style="list-style-type: none"> Worked with the Board to prepare options and host the 2020 + 2021 Annual General Meetings. Worked with the Board to prepare for the 2021 Election – including increasing the number of Directors from six to seven. <p>Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship</p> <ul style="list-style-type: none"> Continue to support the Neighbours Agreement Committee and Board in the update of <i>Neighbours’ Agreement 2020 (NA2020)</i>.

FINANCIAL SUSTAINABILITY		
Explore opportunities to address the cost of core services to meet community needs, potential revenue generation, and the alignment of resource allocation with the mandate and identified priorities.		
<p>Strategy:</p> <p>The UNA is financially sustainable over the long term.</p>	<p>Goals:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> • Create a five-year staffing and office space needs assessment. • Participate in the UNA/UBC Joint Financial Task Force. • In conjunction with UBC undertake a condition assessment of UNA infrastructure. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • With the Finance Manager and UNA Finance Committee, examine the reserves (both long and short term), with the goal of increased clarity in regard to reserve contribution levels, asset management planning and operational/capital roles and obligations. • Set timelines for review and revision of UNA reserve policies. 	<p>Progress:</p> <p>Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks</p> <ul style="list-style-type: none"> • Office space needs assessment underway. • Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF). • Condition assessment of UNA infrastructure to take place in 2022. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • Initial discussions in regard to the reserves policy underway with UBC. Currently part of the JFTF + NA2020 update process.

	Continue to explore financial models with the University Neighbourhoods Liaison Committee <ul style="list-style-type: none"> Ongoing with UNA-UBC Liaison Committee 	Continue to explore financial models with the University Neighbourhoods Liaison Committee <ul style="list-style-type: none"> Initial conversations to take place as part of the JFTF. Five-year financial planning model has been updated. Current focus is to review Athletic Access fees and reserve policies.
OPERATIONAL CAPACITY Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.		
Strategy: The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.	Goals: Develop a professional development and compensation policy <ul style="list-style-type: none"> Formalize professional development policy and departmental allotment. Create and implement metrics to measure service delivery <ul style="list-style-type: none"> Explore what metrics we would like to track and what is presently within our capacity to do so. Develop a robust IT platform that supports internal and external information exchange	Progress: Develop a professional development and compensation policy <ul style="list-style-type: none"> Work on formalizing professional development policy to take place in alignment with the budgeting process. Create and implement metrics to measure service delivery <ul style="list-style-type: none"> Preliminary work on potential metrics for the Recreation Department and Communications Department are being investigated. Develop a robust IT platform that supports internal and external information exchange

	<ul style="list-style-type: none"> • Update and initiate migration of UNA filing system to the cloud. • Develop a communication platform in MS SharePoint to support strata chairs and facilitate the exchanging of ideas, sharing of contractor information and collaboration between buildings. • Identify and evaluate options for cloud-based accounting solutions offered by Sage. <p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> • Create and implement a return from COVID human resources work plan. • Create and implement a records management plan. • Finalize a standardized training manual online to ensure efficient training of new staff members. • Continue to develop a business case scenario for the effective delivery of virtual programming. • Continue the policy and internal procedure review. Index existing policies and procedures, identify policy gaps and create a list of missing policies and procedures. Initial Board input on Board Policies to be provided through Governance and Human Resources committee. 	<ul style="list-style-type: none"> • Awaiting finalization of the Records Management Plan prior to migration. • The Terms and Conditions and training material for the use of online communication platforms are in development. • Awaiting finalization of the Records Management Plan prior to evaluating cloud-based accounting solutions. <p>Align operations and allocation of resources with strategic priorities</p> <ul style="list-style-type: none"> • COVID human resources return to work plan implemented – with ongoing updates. • Records Management Plan implementation underway. • Training manual project has been re-started. • An initial investigation of current trends for the effective delivery of virtual programming is continuing. • General policy and internal procedure review ongoing. New policies and procedures implemented include a new staff ID card. Staff are currently working on a Working Alone Procedure and Recreation Department Vacation Policy.
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COMMUNITY AND STAKEHOLDER RELATIONS

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

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

Goals:

Develop more robust engagement tools to assess community needs

- Launch a newsletter campaign to boost community newsletter distribution list.

Create feedback tools for residents and other stakeholders

- Develop modular engagement kits for onsite events.

Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees

- Create Land Use Advisory Committee.

Reinforce the relationship between the UNA and the UBC academic community.

- Led by the UNA Board of Directors.

Progress:

Develop more robust engagement tools to assess community needs

- Part of the Community Engagement and Advisory Committee work plan.

Create feedback tools for residents and other stakeholders

- Modular engagement kits delayed due to COVID implications. Will restart when appropriate.

Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees

- Land Use Advisory Committee Terms of Reference created and solicitation of members is underway.

Reinforce the relationship between the UNA and the UBC academic community.

- Support the Board as needed.



MINUTES

PRESENT:

Jane Kang, Chair
Ran Keren, Co-Chair
Alice Bradley
David Hahn

Eileen Le Gallais
Michelle Niu
Nidhi Raina (departed at 5:07 p.m.)

REGRETS:

Susan Eadie, Co-Chair

Lee Weinstein

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 (Eileen Le Gallais)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approve the July 21, 2021 agenda as circulated.

Carried

C. APPROVAL OF MINUTES

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

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

Carried

D. ITEMS/REPORTS

1. Land Use Advisory Committee Recruitment

i. Introduction

Glenda Ollero, Communications Manager, noted that the posting for the recruitment of Land Use Advisory Committee members has been released and no applications have been received to date.

ii. Land Use Advisory Committee Recruitment Posting

Ms. Ollero reviewed the document titled "Apply to be part of the new UNA Land Use Advisory Committee" and highlighted:

- The deadline for applications is September 3, 2021

- The posting has been disseminated through Facebook advertisements and the UNA website, newsletter and program guides
- The Land Use Advisory Committee is seeking seven members
- The UNA Board is requesting support and recruitment efforts from the CEAC regarding the Land Use Advisory Committee.

iii. Discussion

Discussion ensued on:

- Suggestions to change the Land Use Advisory Committee posting to:
 - Make it more inclusive
 - Limit exclusions for applicants
 - Create more general requirements
 - Separate requirements into mandatory requirements and preferred requirements
 - Change the wording from requirements to interests
- The Land Use Advisory Committee is not a professional organization and is open to all interested residents
- Applicants with urban planning experience or interests is preferable
- Amendments to the posting will be forwarded to the CEAC when finalized
- Suggestion to contact the Faculty of Geography and Faculty of Architecture for candidates.

2. UNA Membership Drive

i. Introduction

Ms. Ollero reviewed the Annual General Meeting (AGM) voting process and noted:

- The AGMs for the 2020 and 2021 years will be held consecutively on September 30, 2021 as the 2020 AGM was postponed due to bylaw changes and the COVID-19 pandemic
- UNA Board elections will be held November 30, 2021:
 - Ballots will be distributed October, 2021
 - Only members can vote in the elections
- UNA account holders are not automatically members and residents are required to request membership
- A membership drive is underway to raise awareness of the difference between account holders and members and to increase membership
- Currently there are approximately 3,000 members, of which approximately 600 participate in the elections.

Member Departed

Nidhi Raina departed the meeting at 5:07 p.m.

ii. Discussion

Discussion ensued on:

- Any UNA account holder over 18 can be a member and be eligible to vote
- Suggestion that there is not enough information regarding the distinction between account holder and member
- Voting materials are distributed to members only
- Suggestion for membership to include privileges to encourage applications

- Suggestion for CEAC members to provide ideas in the shared Google folder regarding the placement of physical signs or other recommendations to promote the membership drive.

3. Shared Ideas List on Google Docs

i. Introduction

Ms. Ollero confirmed that all CEAC members are able to access the shared Google document.

ii. Discussion

Discussion ensued on the ideas presented in the shared document:

- Social contacts have shrunk so ideas are needed to encourage socialization
- Welcome workshops are held regularly at the community center
- The suggestion for a bus tour be forwarded to the Recreation Committee
- Suggestion for more community garden locations to deal with the waiting list backlog
- Suggestion to create topic forums with professionals and experts:
 - Topic forums could be added to the community connection night program
 - Concern that the suggestion is not within the mandate of the CEAC
 - The CEAC survey could help to identify subject areas for topic forums
 - The CEAC has a budget of \$10,000
- Suggestion to establish a free library system, which differ from the Westbrook Community Center where books are to remain on the premises
- Residents' issues and concerns:
 - A review is being conducted around athletic facilities and access for residents
 - The garbage/recycling program is being reviewed and a report is due in fall 2021
 - Excessive noise from grounds maintenance could be resolved with the use of eco-friendly equipment.

4. Amendment to Standing Meeting Schedule

i. Introduction

Ms. Ollero noted that the UNA CEAC meeting schedule will be changed to coordinate with the UNA Board meeting dates.

ii. Discussion

There was no discussion.

iii. Motion

It was moved (David Hahn) and seconded (Alice Bradley)

That the University Neighbourhoods Association Community Engagement Advisory Committee amend its standing meetings to 4:30 p.m. on the fourth Wednesday of every month.

Carried

E. ADJOURNMENT

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

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

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:59 p.m.

Carried

ADOPTED OCTOBER 6, 2021