



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the April 19, 2022 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the March 15, 2022 Minutes as circulated. 1

D. DELEGATIONS

1. Burb Cannabis - Steve Dowsley

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC RCMP Detachment Update – Sergeant Chuck Lan
2. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 7
3. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon (Read: [Electoral Area Newsletter](#)) 11

F. REPORTS

1. Management Report – Chief Administrative Officer 22
2. 2021-22 UNA Staff Work Plan – 4th Quarter Update – Chief Administrative Officer 33
3. 2022-23 Work Plan – Chief Administrative Officer 40

Recommendation:

THAT the Board approve the 2022-23 UNA Staff Work Plan.

4. Director Liu – Committee Appointments 47

Recommendation:

THAT the Board appoint Director Liu to the UNA Finance and Audit Committee and the AMS-UNA Joint Advisory Committee and accept the resignation of Director Glassheim from the AMS-UNA Joint Advisory Committee.



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| 5. UNA-UBC Liaison Committee Appointments | 49 |
| Recommendation: | |
| THAT the Board appoint two Directors to the UNA-UBC Liaison Committee. | |
| AND THAT the Board confirm that Chair Watson will remain the co-Chair of the UNA-UBC Liaison Committee. | |
| 6. Governance and Human Resources Committee Update | |
| a. Board and Appointees Code of Conduct – Chief Administrative Officer | 55 |
| b. Board Rules of Procedure Update – Chief Administrative Officer | 74 |
| 7. Community Engagement Advisory Committee Update | |
| a. February 23, 2022 Approved Minutes | 118 |
| 8. Land Use Advisory Committee Update | |
| a. February 23, 2022 Approved Minutes | 122 |
| 9. Neighbours Agreement Committee Update – Director Holmes | |

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

The Board will adjourn into a Closed Session to discuss the approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim

Jane Kang
Murray McCutcheon

UBC OBSERVERS:

James Heth

AMS REPRESENTATIVE:

Saad Shoaib

STAFF:

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

A. CALL TO ORDER

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

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

B. APPROVAL OF AGENDA

Motion by Chair:

That the Board approve the March 15, 2022 Meeting Agenda.

Seconded by Director McCutcheon.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the February 15, 2022 Open Session Minutes.

Seconded by Director Kang.

Director Holmes asked that the motion under item F.6 be corrected to reflect “late” February.

Director Holmes asked that the motion under item H.4. be corrected to reflect as being seconded by Director Kang.

Motion by Chair:

THAT the Board approve the February 15, 2022 Open Session Minutes, as corrected.

Seconded by Director Kang.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Campus Vision 2050

Campus and Community Planning Associate Director, Joanne Proft, joined by Gerry McGeogh, Director, Planning, and Madeleine S. Zammar, Director, Engagement, delivered a presentation to the Board.

2. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon stated that there is no published report for February 2022 and provided a brief verbal update to the Board.

3. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning presented the February 2022 report.

F. REPORTS

1. Management Report

The Management report was received by the Board.

2. UNA Office Space Needs Assessment Implementation

Motion by Chair:

THAT the Board support the plan to relocate the Communications Department from the Berton Avenue location to the Classroom of the WCC and revamp the existing recreation department office spaces in the Wesbrook Community Centre and Old Barn Community Centre.

AND THAT the Board approve the attached Lease Extension Agreement for a six-month extension of the UNA Administrative Office lease and authorize the Chief Administrative Officer to execute the agreement.

Seconded by Director McCutcheon.

Motion by Director Holmes:

THAT the word “support” be changed to “approved”.

Seconded by Director Kang.

Carried.

Motion by Chair:

THAT the motion be approved as amended.

Seconded by Director McCutcheon.

Carried.

3. Wesbrook Basketball Court

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

4. Finance Committee Update

a. 2022/23 Budget Draft III

Motion by Director Holmes

THAT the Board approve the 2022-23 operating and capital budgets and direct staff to submit the budget summaries to UBC for approval pursuant to section 10.2 of the Neighbours Agreement 2020.

Seconded by Director Glasheim.

Carried.

Motion by Director Holmes:

THAT the Board’s approval of the operating budget does not constitute the UNA’s approval for UBC to withdraw an amount from the Neighbours Fund in respect of the athletics access fee for fiscal year 2022/23.

Seconded by Director McCutcheon.

Carried.

Motion by Director Holmes:

THAT the Board will consider approving the withdrawal by UBC of an amount from the Neighbours Fund in respect of the athletics access fee for 2022/23 in connection with the preparation of a revised Schedule F of the Neighbours Agreement.

Seconded by Director McCutcheon.

Carried.

Motion by Director Holmes:

THAT the Board’s approval of the operating budget does not constitute the UNA’s approval for UBC to withdraw an amount from the Neighbours Fund in respect of the community access fee for fiscal year 2022/23.

Seconded by Director McCutcheon.

Carried.

Motion by Director Holmes:

THAT the Board will consider approving the withdrawal by UBC of an amount from the Neighbours Fund in respect of the community access fee for 2022/23 in connection with an agreement between the UNA and UBC setting out the details of what residents will receive in return for this fee.

Seconded by Director Glasheim.

Carried.

5. Governance and Human Resources Committee Update

a. Board Rules of Procedure Review

Motion by Chair:

THAT the GHR Committee recommend that the Board direct the Governance and Human Resources Committee to review and recommend potential amendments to Part 2 – Inaugural Board Meetings (Inaugural meeting), Part 3 – Electronic Participation and Electronic Meetings (along with any other relevant sections of the Rules of Procedure that relate to electronic participation), Part 12 – Delegations, and Part 15 – Committees (in relation to electronic participation and meetings) of the UNA Board Rules of Procedure.

Seconded by Director Glasheim.

Motion by Director Holmes:

THAT the word “potential” be removed from the motion.

Seconded by Director Glasheim.

Carried.

Motion by Chair:

THAT the GHR Committee recommend that the Board direct the Governance and Human Resources Committee to review and recommend amendments to Part 2 – Inaugural Board Meetings (Inaugural meeting), Part 3 – Electronic Participation and Electronic Meetings (along with any other relevant sections of the Rules of Procedure that relate to electronic participation), Part 12 – Delegations, and Part 15 – Committees (in relation to electronic participation and meetings) of the UNA Board Rules of Procedure.

Seconded by Director Glasheim.

Carried.

6. Community Engagement Advisory Committee Update

a. Survey

Motion by Director Kang:

THAT the UNA Board approve the modified Community Engagement Survey 2022 as endorsed by the Community Engagement Advisory Committee.

Seconded by Director Glasheim.

Motion by Director McCutcheon:

THAT the modifications Director Kang alluded to be clarified to include copy editing as well as input from the Land Use Advisory Committee.

Seconded by Director Kang.

Carried.

Motion by Chair:

THAT the UNA Board approved the modified Community Engagement Survey 2022, including copy editing and input from the Land Use Advisory Committee, as endorsed by the Community Engagement Advisory Committee.

Seconded by Director Glasheim.

Carried.

- b.** January 26, 2022 Approved Minutes

The Minutes were received by the Board.
- 7.** Land Use Advisory Committee Update

Director McCutcheon provided a verbal update to the Board.

 - a.** January 26, 2022 Approved Minutes

The Minutes were received by the Board.

The Minutes were received by the Board.
- 8.** Neighbours Agreement Committee

Director Holmes provided a verbal update to the Board.
- 9.** Director Gallo Resignation – Motions from Closed Session – Released to the Public

Motion by Chair:

THAT the Board repeal UNA Board Appointment of an Elected Director – Policy #01-7.

Seconded by Director McCutcheon.

Carried.

Motion by Chair:

THAT the Board direct the Governance and Human Resources Committee to recommend a new process for the appointment of a Director pursuant to Section 6.7 of the UNA Bylaws.

Seconded by Director McCutcheon.

Carried.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Commissionaires BC Services Agreement Renewal

Motion by Chair:

THAT the Board approve the attached 2022 – 2023 Commissionaires BC Services Agreement and authorize the Chair to execute the agreement.

Seconded by Director Holmes.

Carried.

I. ADJOURNMENT

The meeting adjourned at 8:24 p.m.

The Board moved into a Closed Session to discuss the appointment of an individual to fill a vacancy on the Board; and the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body.



THE UNIVERSITY OF BRITISH COLUMBIA
Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: April 19, 2022
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

April

April 8th

Last day of classes

April 8th, 3:30pm – 10:30pm

AMS Block Party at University Commons and Lee Square (concert with alcohol)

April 12th to Wednesday, April 27th

Final exams

April 15th

University closed for Good Friday

April 18th

University closed for Easter Monday

April 30th, 11am – 4pm

Holi festival of Spring at B4 Parking Lot (event with coloured powder)

May

May 1st, 8:30am – 1pm

BMO Half Marathon.

For road closures in and around UBC, Visit the BMO Marathon website:

<https://bmovanmarathon.ca/detours>

May 22nd, 9:30am – 12noon

Canada Summer Games Training Session at Stadium Parking Lot

May 25th to June 2nd, 8:30am to 5pm

UBC Graduation at Chan Centre.

Visit the graduation website to learn more: <https://graduation.ubc.ca/schedule/>

Community Update

Kids Fit registration now open

Kids Fit, a joint initiative with Active Kids and the School of Kinesiology, is back with in-person instruction this Spring. This five-week program combines fitness and fun for children ages 7-12 years old. These interactive sessions feature sports and games in a group setting, led by senior-level student coaches in UBC's School of Kinesiology. Each week, participants will have the chance to build on physical literacy skills while enjoying activities in various world-class recreational facilities on UBC campus. For more information and to register, visit utown.ubc.ca/kidsfit

Apply for an Inspiring Community Grant

Whether your idea is to create social opportunities for everyone to meet or deepen relationships between neighbours, there are many ways to inspire community and grow our sense of togetherness. This grant is here to help turn your idea into a project for your community with up to \$500 in funding. To learn more, visit utown.ubc.ca/inspiringcommunity.

Campus Vision 2050

The next milestones for Campus Vision 2050 include finalization of the Terms of Reference for Board of Governors' approval in June, 2022. This will be followed by Visioning phase from mid 2022 – mid 2023 to map the long-term aspirations for the campus, along with updates to UBC's Land Use Plan to the province.

The second phase of public engagement to create the final Terms of Reference has been taking place through April with the focus on gathering feedback on draft principles and strategies. The draft principles are intended to declare what is important for the future campus; the draft strategies outline potential approaches for UBC to fulfill the principles. Through a wide-reaching communications campaign, pop-ups and open houses, campus residents and other members of the UBC community were invited to provide feedback using an online survey, or by attending in person engagement events. The Community Advisory Committee also met during the engagement period to provide feedback and Musqueam was directly engaged through the Relationship Agreement discussions.

Direct engagement with the UNA on the draft principles and strategies, in addition to the growth assumptions for the neighbourhood and academic lands, will continue during April and May through the following meetings and discussions:

- UNA Land Use Advisory Committee (late-April to discuss specific questions submitted to C+CP)
- UNA Board workshop (early-May)

- UBC-UNA Liaison Committee (mid- to late-May)

A meeting with the Community Advisory Committee, which includes UNA representation and resident members, will also meet in early May.

Input received from campus residents, the UBC community, Musqueam and the UNA and its committees will be used to refine the draft principles and strategies and inform the finalized Terms of Reference, which will define the formal scope for the Campus Vision 2050 process. The draft final Terms of Reference will be presented to the UBC Board of Governors for approval in June 2022 and shared widely with the UBC community.

Over the summer, guided by the Terms of Reference, including the principles, strategies and other qualitative and quantitative measures, Campus + Community Planning will generate, test and evaluate possible options for the 30-Year Vision. The community and Musqueam will be invited to discuss the range of options in detail this fall.

Development Project Updates

DP22010 Wesbrook Place BCR6

A Development Permit application has been received proposing an 18-storey market rental high-rise and two 6-storey faculty-staff rental mid-rise apartment buildings above a shared underground parking garage. The proposal is for lot BCR6 in Wesbrook Place at Wesbrook Mall and Binning Road.

DP22011 Wesbrook Place Basketball Court

A revised Development Permit application has been received proposing a temporary basketball court on the currently vacant future elementary school site in Wesbrook Place at Birney Avenue and Ross Drive. This project is an initiative of the UNA, made possible through Metro Vancouver's Community Works Funding. This revised submission locates the court next to the existing volleyball courts, increasing the distance from the nearest residential buildings by an additional 30 meters from the original application. The proposal includes planted berms along the east and south sides of the court.

Two virtual public open houses are scheduled on April 20, 2022 from 11:30 AM - 1:00 PM and 7:00 - 8:30 PM. Comments or concerns can also be shared via an online feedback form until April 27th. To register for the open house or to share feedback online, visit <https://planning.ubc.ca/wesbrook-place-basketball-court>.

The Development Permit Board will consider this project at the May 10th Development Permit Board meeting, and pending issuance of a development permit, the UNA will review the proposal and decide whether or not to advance the project to Metro Vancouver for Community Works funding.

SLP22015 Melfa Road Storm Sewer Repair

A Streets and Landscape Permit has been issued on April 6, 2022 for the exposure and repair of a storm sewer main in the Acadia Park High-rise parking lot at 2725 Melfa Road.

SLP22016 Wesbrook Mall at Thunderbird Park Storm Sewer Repair

A Streets and Landscape Permit was issued on April 6, 2022 for the exposure and repair of a storm sewer main at Wesbrook east of the Rashpal Dhillon Track and Field Oval, 2329 Wesbrook Mall.

For more information on major development projects, please visit:

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

Construction and Roadwork Update

Wesbrook Mall Upgrades

The Wesbrook Mall corridor between Student Union Boulevard and Chancellor Boulevard is being upgraded in phases to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. Construction will begin in April 2022 and will continue until September 30th, 2022. The first stage of construction will begin on April 19th, 2022, and will result in a full closure of Wesbrook Mall between Walter Gage Road and Student Union Boulevard until approximately May 29th. Nearby streets and sidewalks will also be affected during this time. For more details about what to expect during construction please visit:

<https://planning.ubc.ca/wesbrook-mall-upgrades>



Apr
2022

Director's Report

Hello UNA/UBC/UEL neighbours,

Happy Spring! As I write this, I feel like we are getting all four seasons in one day! Today, Tuesday, April 12 I've seen sun, rain, wind, hail, and something that looks a heck of a lot like snow. I guess that is fitting for what feels like a bit of an up and down month.

The news out of Ukraine becomes more and more painful each day, leaving me wondering how humans can possibly treat each other so badly. I am simultaneously devastated for, and incredibly inspired by the people of Ukraine and their diaspora around the world.

Closer to home, my camera is once again filled with far too many pictures of stunning spring blossoms, and spring break gave our family a chance to recharge together out in nature. On the local political scene, a number of big decisions are being discussed and decided as we all near the end of our local government term and approach (local elections will be on October 15, 2022). It is good to be part of the decision-making process, though sometimes the politics (which I vowed to avoid while working in government!) can be a little draining.



*Jen and her family recharging on a spring break hike.
Photo credit: Murray McCutcheon*

On the pandemic front, it is wonderful to be able to gather with friends again, but of course, the news from other parts of the country and the world reminds us that COVID-19 continues to threaten healthcare systems and vulnerable individuals. As we transition to an endemic response to the virus, I encourage all of you to continue to use the public health measures that we have learned over the past few years, not only to protect ourselves, but also those around us who may be more susceptible to serious illness.

Next week, I look forward to meeting with Minister Cullen to discuss governance and other issues related to the UEL. I'll let you know if there are any updates that arise from that meeting.

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)



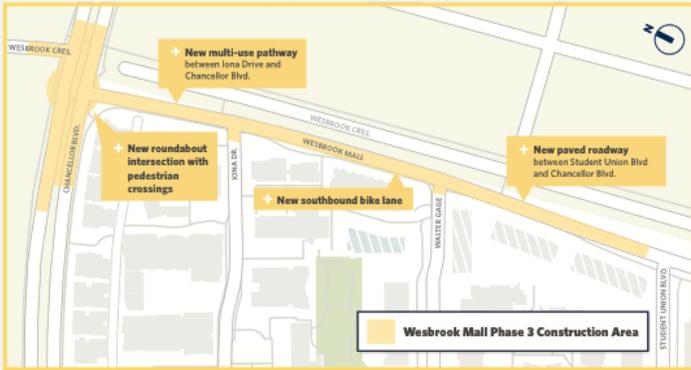
Wesbrook and Chancellor Upgrades (and construction delays)

Construction Notice



Construction along Wesbrook Mall will begin in April 2022 between Student Union Boulevard and Chancellor Boulevard.

The Wesbrook Mall corridor is being upgraded to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. Nearby streets and sidewalks will also be affected during this time.



For more information and road closure details please visit planning.ubc.ca/wesbrook-mall-upgrades



 THE UNIVERSITY OF BRITISH COLUMBIA
 Campus + Community Planning

 Open your camera app
 Frame the QR code
 Click on the link

The Wesbrook Mall corridor between Student Union Boulevard and Chancellor Boulevard is being upgraded to repair the roadway, enhance safety, and improve user experience for all modes of transportation. Construction begins this month, and is estimated to continue until September 30, 2022. Road and sidewalk closures will be required to accommodate the construction activity safely.

The upgrades should provide improved walking and cycling options. However, during the construction phase, significant changes to bus routes (especially the 84 and 44 on Chancellor), driving and walking/cycling options will be necessary. Please take a minute to review what to expect during construction please visit: <https://planning.ubc.ca/wesbrook-mall-upgrades>

You can also read more about the short term (i.e., during the construction) changes to Transit in the TransLink section below.

Metro Vancouver’s Zero Emission Innovation Centre (ZEIC)

I’ve been remiss by not writing about the Metro Vancouver Zero Emission Innovation Centre (ZEIC) to date. This newly established centre aims to accelerate zero emissions innovation in collaboration in local government. I was both very excited and honoured to have been appointed to the inaugural ZEIC Board of Directors in 2021 and again in 2022. I believe that ZEIC has the potential to meaningfully advance the necessary but challenging goal of becoming a carbon-neutral region by 2050.

The centre is an independent non-profit and pending charity that is part of the Low Carbon Cities Canada (LC3) network established by the Government of Canada and the Federation of Canadian Municipalities (FCM). ZEIC’s mandate is to catalyze, accelerate and scale climate action innovation across Metro Vancouver related to green



buildings, renewable energy and transportation through a combination of investment, grants, partnerships, research and capacity building.

The establishment of ZEIC has been made possible through a \$21.7M endowment by the Government of Canada and the efforts of regional champions including the Renewable Cities at the Morris J. Wosk Centre for Dialogue at Simon Fraser University (SFU), City of Vancouver, Metro Vancouver and the Province of British Columbia.

ZEIC is expected to match the \$21.7M endowment over ten years. With the climate action acumen, financial innovators and change-makers in public, private and non-profit sectors across the region and province, the Board is confident the matching requirement can be exceeded and that, together with our partners and industry, the centre can progress climate actions benefiting and transforming construction sites, homes, businesses and transportation corridors across Metro Vancouver and beyond within the province.



You can read more about ZEIC [here](#). If you would like to discuss anything related to the work that ZEIC is doing, please don't hesitate to reach out to me at areaajen@gmail.com

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).

This month, I had the opportunity to interview long-time Electoral Area A resident Alex Volkoff, who has deep familial roots in the area, and a fascinating life story.

Jen: You have a long history with UBC and the UBC Peninsula. Can you tell me about how you ended up here at UBC?

Alex: Our family's history with UBC goes back to the late 1920s (almost 100 years!) when my uncles and parents were students at UBC. Later, one uncle – Vladimir Okulitch – and my father – George Volkoff – became faculty members and were the first and second Deans of Science when the Faculty of Arts and Science was split into two in 1963. I lived in the University Endowment Lands as a “faculty brat” from the 1950s and got my first degree here. When I retired, I moved back to Vancouver and was happy to find a place to live on campus, less than two kilometres from where I grew up.



Jen: I have walked and biked past Volkoff Lane on campus many times. Does this lane have anything to do with you or your parents?

Alex: Indeed, that lane was named after my father. It runs between the Henning and Hebb buildings, and while he was Head of the Physics Department, he would often walk from one building to the other. Maybe his ghost still walks there!

Jen: Most of us do not have nearly as long or deep a relationship with the UBC Peninsula. Can you share with us some of your favourite things about living out here, and do you have any advice about how to make the most of living out here?

Alex: As a child, the campus was my playground; I enjoyed visiting the farm (much larger back then) and the new calves in the Old Barn, a pleasure that no longer exists. When I was looking for a place to live post-retirement, I considered condos closer to downtown and to public transit, but I'll never forget the feeling when I drove past "The Gates" on University Boulevard towards the campus, and the sense of peace and tranquility descended on me. I knew I had to live out here. I love walking on campus now, and I particularly love walking through the Pacific Spirit Park. What I say to new neighbours is to make the most of the nature around us here – whether it is in the park or down by the beach. I just hope that we never become so urbanized out here that there is no space to breathe.



Electoral Area A resident Alex Volkoff standing on Volkoff Lane on UBC campus

Jen: After growing up here on the peninsula, you've had quite the adventures both here in Canada and around? Can you tell me a little more about your professional career and some of the places it took you?

Alex: Working for The Ubyyssey while I was doing my undergraduate studies led me first to a career as a journalist, and that took me to both Ottawa (where I worked for the CBC) and, in the early 1970s to Iran (where I worked for three years as a freelancer). Subsequent studies in both China and England later led me back to Ottawa to a career as a federal public servant, where I worked mainly for CIDA and Foreign Affairs. That career gave me the opportunity to live in, or travel to, a variety of countries, including China, India, Indonesia, Central Europe (from Estonia down to Romania); I ended my career as Canada's Ambassador to Sweden. But my favourite posting was in Vienna where I worked for the International Atomic Energy Agency – the perfect place for someone like me who loves opera!

Jen: Can you describe a really formative experience you've had, and how it has shaped what is important to you today?

Alex: Learning Farsi in Iran and Chinese in China truly helped me become part of the communities in which I lived. I no longer speak those languages as I once did, but the experience helped me learn how to look back at Canada and the West with different eyes. Merely visiting a place doesn't give you that level of understanding. Living in a



different country and learning to speak the language makes one appreciate that there are different but equally legitimate approaches and perspectives. At the same time, we all have the same hopes and dreams for ourselves and our children, and fundamentally there is no “us” and “them”.

Jen: I know that you are highly engaged in the community out here. What drives you to be so engaged, and what do you most want to see as UBC continues to grow and develop?

Alex: I have a firm belief that as a member of a group or a community, one has the responsibility to contribute to its well-being. Whether that means serving on a Strata Council, helping out with childcare or – as I am now doing – working to ensure that UBC and the communities around it continue to be wonderful places to live and work, we ALL have to do our part. I remember way back in the 1950s and 1960s that sense of a “university community” where people lived, studied and worked together. I hope that in the future, this tip of the peninsula can continue to realize that sense of community that supports the excellent research, teaching and learning that goes on here. I hope it never becomes a soulless urbanized cluster of buildings, but retains its natural aspect and its sense of peace. As long as UBC puts PEOPLE at the heart of its planning, and not the almighty dollar, it will succeed.

TransLink Updates

Service changes

TransLink’s Spring Service Changes come in effect on Monday, April 18, 2022. The following is a summary of the service changes that impact Electoral Area A:

- Starting on April 18, the 84 and 44 buses will be detoured off Chancellor Blvd as a result of the Wesbrook Construction (see information on page 2 above). Until fall 2022, these buses will be detour from UBC Exchange to University Blvd (instead of Chancellor Blvd) and then along Blanca to 4th Ave. As a result, access to UEL and University Hill elementary school will be suspended.
- Reintroduction of the 42 bus for seasonal service in May
- As with every spring service change, Route 9 along Broadway in Vancouver will terminate at Alma Street beginning April 18 to coincide with the end of the post-secondary semester. Customers travelling to UBC can use the 99 B-Line as an alternative.
- Decreased service on the 84 bus to match lower demand as the UBC term ends.



Details of all the Spring Service Changes, as well as the most up to date information about service changes [here](#).



TransLink Releases New Plan to Enhance Customer Experience

TransLink recently released its new Customer Experience Action Plan to better serve the changing needs of customers over the next five years. The plan outlines five key priority areas to provide customers with a more exceptional experience on transit. These priority areas include making transit more personalized, easier to use, more reliable, safer, and more climate friendly. The plan was developed through extensive research including more than 1,200 ideas from customers, input from front-line transit workers, and a review of the best customer practices of other sectors. [Read the full Customer Experience Action Plan here](#)



Mask Mandate Lifted for Metro Vancouver Transit



In alignment with provincial health orders, masks are no longer mandatory on most TransLink services. This change is consistent with the Provincial Health Officer’s decision earlier in March to repeal the public health order requiring masks in public spaces. TransLink customers and employees are welcome to continue wearing masks on-board transit vehicles and at transit stations, depending on their own level of comfort. TransLink is ready to welcome customers back to its world-class transit system as the economy reopens. TransLink will continue increased cleaning and improved sanitization on vehicles with thorough ventilation.

I still feel that it is important to wear a mask in public indoor spaces like buses and SkyTrain. This is not only to protect my family and me from the current Omicron variant, but also as an extra layer of protection for my fellow transit users who may be vulnerable to more severe impacts of the virus.

Metro Vancouver Regional Growth Strategy Ready for Public Consultation (April 20)

At the March Metro Vancouver Board Meeting, we advanced the new Regional Growth Strategy to public consultation.

Metro Vancouver is updating Metro Vancouver 2040: Shaping our Future (Metro 2040), the regional growth strategy. The update is called Metro 2050. Since its adoption in 2011, Metro 2040 has been a strong and effective tool representing the regional federation’s collective vision for livability and managing growth anticipated to come to our region over the long term.

A regional growth strategy is a long-range, strategic land use plan aimed at advancing the region’s livability and sustainability by managing anticipated growth. Regional growth strategies align projected long-term growth with



transportation and infrastructure planning while protecting agricultural, green spaces, and industrial lands. These strategies are authorized under the BC Local Government Act.

Metro 2050 has five key goals to help define where and how our region develops over the next 30 years.

Goal 1: Create a Compact Urban Area:

Metro 2050 reinforces the established framework of concentrating growth into compact, walkable, complete communities, where development is transit-oriented, and people can access a range of housing choices that are close to jobs, amenities, and services.

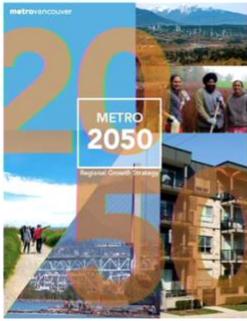
Goal 2: Support a Sustainable Economy: Metro 2050 protects important job lands and supports the land base, location choices, and transportation integration required to nurture a healthy business climate for both the traditional and emerging economies. Agricultural lands are protected to support local food security.

Goal 3: Protect the Environment and Respond to Climate Change and Natural Hazards: Metro 2050 protects the unique and vital natural environment, and takes action to respond to climate change by reducing greenhouse gas emissions and improving regional resilience to climate change and natural hazards.

Goal 4: Provide Diverse and Affordable Housing Choices: Metro 2050 draws greater attention to the importance of housing as a key component of growth management, and establishes region-wide objectives for increasing housing supply, diversity, and affordability, particularly in transit-oriented locations.

SCOPE OF THE UPDATE

- Build on strengths of *Metro 2040*
- Extend timeline to 2050 (required)
- Align with update to the Regional Transportation Strategy
- Advance policy to address critical issues in the region
 - Climate Change / Resiliency
 - Affordable Housing near Transit
 - Social Equity Outcomes
 - Build Capacity along Corridors





Discussing the new Regional Growth Strategy (Metro 2050) at a recent Metro Vancouver Board Meeting

metrovancover | REGIONAL PLANNING



Goal 5: Support Sustainable Transportation Choices: Metro 2050 supports transit-oriented urban forms with a range of sustainable transportation choices including expanding opportunities for transit, walking, and cycling. It supports efficient goods movement and job growth in the region’s employment areas and urban centres, while reducing greenhouse gas emissions.

You can read more about the plan [here](#), or you can download the executive summary [here](#). In addition, if you are interested in attending (in person or virtually), the Metro 2050 public hearing, it will be held on April 20 at 6pm. Learn more on the [Metro 2050 Engagement Page](#).

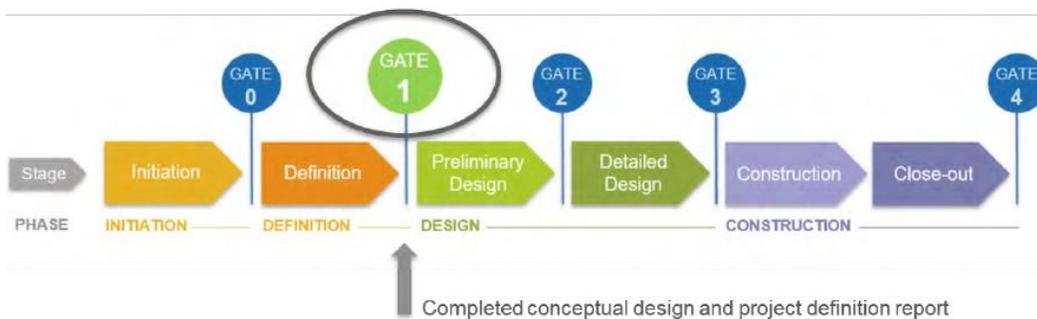


Iona Wastewater Treatment Plant Project Definition and Conceptual Design Approval

Work towards the new Iona Wastewater treatment plant continues to move forward (slowly!). At our most recent meeting, the Metro Vancouver Board voted to approve the project definition, which will allow staff to focus on the next phases of the projects related to advancing the design and undertaking early and enabling works to prepare the site for future construction of the WWTP upgrades, so that the proposed schedule can be maintained. This will mitigate further delays in meeting the regulatory requirements and avoid the potential for increasing costs through escalation. You can read more about the project [here](#).

Completing the project definition, and confirming the project scope and budget, will also allow for clearer more focused efforts in pursuing and securing sources of funding for this major capital project and for collaborating with member jurisdictions on finalizing cost apportionment and household impacts. Current cost estimates for this project are at approximately 10 **billion** dollars.

With approval of the project definition and conceptual design, staff will continue with subsequent phase of works including the wastewater treatment plant design, as well as the early and enabling site works.



The long process of constructing the new Iona WWTP. Secondary treatment is anticipated to be operational by mid-2035, with construction completion forecasted for 2038.

Stricter Lawn Watering Regulations begin May 1

Starting May 1, lawn watering will be allowed [once a week](#). Metro Vancouver is introducing enhanced [seasonal lawn watering regulations](#) for homes and businesses in order to better conserve the region's drinking water during the hot, dry summer months.

"Last summer, our region experienced a record-breaking heatwave that resulted in unprecedented and sustained high water use. This challenging event, during which we were confronted with the urgency of the climate emergency, highlighted the need to further reduce consumption of water for cosmetic outdoor uses through the whole summer, so we can get through the dry spells without requiring a switch mid-season to Stage 2 restrictions," said Sav Dhaliwal, chair of Metro Vancouver's Board of Directors.



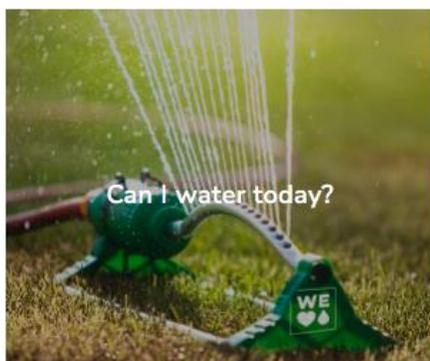
New this year, residents and businesses will be permitted to water lawns one morning per week during Stage 1 of the [Drinking Water Conservation Plan](#), with designated days determined by property address and type. Trees, shrubs, and flowers may be watered in the morning when using a sprinkler, or any time when hand watered or using drip irrigation. Edible plants are exempt from the regulations. Lawn watering regulations will be in place May 1 until October 15. Anyone with automatic watering systems is encouraged to adjust them by May 1.

If there is a need to move to Stage 2 during the summer, lawn watering will not be permitted at all for residential and non-residential properties.

STAGE 1 RESIDENTIAL LAWN WATERING ALLOWED:

- Even-numbered addresses: Saturdays — automatic watering between 5:00 am and 7:00 am, and manual watering between 6:00 am and 9:00 am
- Odd-numbered addresses: Sundays — automatic watering between 5:00 am and 7:00 am, and manual watering between 6:00 am and 9:00 am
- Trees, shrubs, and flowers can be watered with a sprinkler any day between 5:00 am and 9:00 am, or any time by hand or using drip irrigation.

Find tips and tricks for indoor and outdoor water conservation at welovewater.ca.



Apply for a Regional Cultural Grant Now!

Local arts and culture organizations can now apply for Metro Vancouver’s 2022 regional cultural grants. A total of \$150,000 in funding is available to help organizations deliver arts and culture projects that benefit the region. A maximum of \$10,000 will be awarded per project.

These annual grants support region-serving arts and culture projects, providing funding for expenses related to project creation, production, dissemination, audience development, research, project staff, and administrative capacity building.

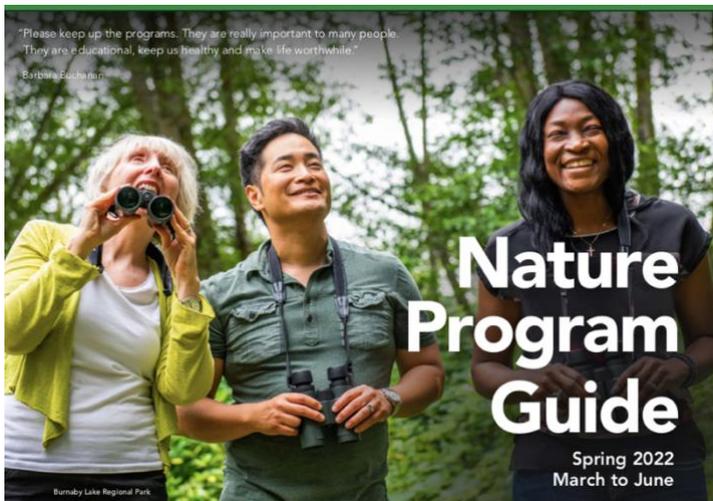
Completed applications must be submitted by 4:00 pm on **Wednesday, May 4, 2022**.



The 2022 application, along with information about project eligibility and selection criteria, is available at metrovancover.org/cultural-grants.

Regional Culture Grants now open: [http://www.metrovancover.org/media-room/media-releases/board-information/719/submissions-now-being-accepted-for-\\$150k-in-regional-culture-grants](http://www.metrovancover.org/media-room/media-releases/board-information/719/submissions-now-being-accepted-for-$150k-in-regional-culture-grants)

Find Out What is Happening in our Regional Parks this Spring



While I was disappointed to see that “Night Quest” had to be cancelled this past March in Pacific Spirit Regional Park, there are a number of interesting programs being offered in parks across the region. These events can be a great opportunity to explore some of the many treasures our parks offer. Metro Vancouver Regional Parks offers programs year-round to connect you with nature. Nature activities, guided walks and events reveal the natural world through exploration and discovery. There's a lot going on in our regional parks. Download the Nature Program Guide [here](#).

Also if you are interested in Regional Parks, take a minute to give your input on updates to the Regional Parks Plan [here](http://www.metrovancover.org/services/parks/learn/projects-and-initiatives/regional-parks-plan-update/).

Grow Green Livestream with UBC Botanical Gardens' Allison Luke - April 21st at 12:15pm

On April 21, the next free livestream event by Grow Green will feature Allison Luke from UBC Botanical Garden. Details on the [MV Events Calendar](#).

Metro Vancouver Regional Parks Planner, Karin England, will be joined by Allison Luke, Principal Instructor of the UBC Botanical Garden Horticulture Training Program, for a discussion on soils and compost in our gardens.

To access the live stream, go to [Metro Vancouver's page on Facebook](#) at 12:15pm, or follow them on Facebook to receive notifications for this and future live events. Free for anyone to attend.





Research Opportunity

The COVID-19 pandemic has impacted many aspects of daily life in and around the Metro Vancouver area, including resident's ability to participate in environmentally responsible behaviours.

Raymond Belmonte, a master's student at Royal Roads University, is studying this relationship and invites residents of the Metro Vancouver area to participate in his study. Residents are encouraged to participate by completing a survey at: <https://www.surveymonkey.com/r/ZFWZRSV>

Please share with your networks where appropriate. Questions can be directed to the researcher at:

- **Email** | raymond1.belmonte@royalroads.ca
- **LinkedIn** | [Raymond Belmonte](#)

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 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



Report Date: April 12, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: April Management Update

Background

The April 2022 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late March and early April a major focus was on preparing for the upcoming fiscal year, including the creation of the annual work plan and assisting with a variety of human resources items, including new hiring and annual performance reviews. Time was also spent assisting with onboarding for Director Liu and attending numerous Campus Vision 2050 Community Advisory Committee meetings.

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

Board Relations

- Attended the April Governance and Human Resources Committee and Land Use Advisory Committee meetings.
- Worked with the Governance and Human Resources Committee to support ongoing Board governance projects, including an updated Board + Appointees Code of Conduct policy and an updated Board Rules of Procedure. A background report on the history of proposed UNA voting changes was also drafted.
- Together with Chair Watson, provided an orientation session for Director Liu.
- Started preparing for the June Strategic Planning Session, which is set to take place on June 3rd and 4th, 2022.

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Ongoing work to advance the proposed UNA-UBC Community Works Funds projects to the next stage – including attending the UBC Development Review Committee meeting for the proposed Wesbrook Basketball Court. The public open houses for the proposed Wesbrook Basketball Court Development Permit are scheduled for Wednesday, April 20th from 11:30 am to 1:00 pm and 7:00 pm to 8:30 pm. The UNA has also received an independent noise survey for the project which has been submitted to Campus + Community Planning and is on the project website.

Ongoing work continues for the Electric Vehicle (EV) Charging Stations Project, while the Acadia Neighbourhood Active Transportation Improvement Project is ready to go but is awaiting the outcomes of the other proposed projects before the scope is finalized.

Finance

- Assisted with finalizing the budget process.

Risk Management

- Continue to support the UNA in implementing policy/training or contractual changes required as a result of the new UNA insurance coverage. The mortgage broker has been contacted, and quotes will be received starting 45 days from the end of our current policies, which expire on July 1, 2022.

Programs and Services

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System.
- Finalized the Office Space Needs Assessment. Planning underway for office space improvements.
- Worked with UBC and UBC Properties Trust (UBCPT) in relation to the proposed transition of landscaping responsibilities from UBCPT to UNA. An official letter from UBCPT is forthcoming, but the preliminary work is underway, and UBCPT is looking to have the UNA take over management responsibilities at the end 2022-23 fiscal year.
- Met with UBC representatives to discuss the need for a dedicated location for a UNA works yard.

Human Resources

- Undertook annual performance reviews.
- Helped prepare job descriptions and job postings for new staff positions and assisted with the interviews for the new Senior Accountant.

Community Relations

- Attended two UBC Campus Vision 2050 Community Advisory Committee meetings as the UNA representative. The meetings were focused on a review of the Terms of Reference and emerging themes, with some time set aside for a discussion of the UBC Housing Action Plan – which is a separate plan being updated on a parallel process.

OPERATIONS

Road Marking Refreshing Project

A new round of road marking was completed earlier in April. The focus of this project was to refresh road marking for crosswalks, stop bars and median lines in all five UNA neighbourhoods. Given our road usage and traffic condition the new pavement markings are anticipated to last for several years.

The UNA operations team received feedback from a few residents regarding the road marking during late-night hours and the disturbance made by related activities. The issue has been noted, and the operations team will review and factor job related impacts into future road marking projects.

YMCA Vista Point Renewal

The YMCA has submitted a late request to amend the recently approved (by UNA Board) five-year term second extension. The terms of the extension were agreed to by both parties on multiple levels with ample of time provided for both parties to review; however, upon receiving the finalized contract for signature the YMCA is concerned that the increase of the playground maintenance cost plus the future HVAC replacement project will negatively affect their operations budget.

The UNA operations team is currently working with the YMCA Vista Point group to assess their concerns and will report back to the Board once more information is known. In the interim, the existing extension agreement remains in effect.

Community Works Fund – EV Charging Stations

The EV Charging Station investigation is nearing completion. After the initial assessment was undertaken the engineering consultants were able to identify multiple charging locations across Chancellor, Hampton, Hawthorn, and Wesbrook Area.

Proposed charging stations are powered either by Street Light Kiosk or through BC Hydro Low Profile Transformer (LPT). Both of these solutions will provide sufficient ability to install EV Charging Stations, but there are additional challenges associated with using BC Hydro LPTs versus Street Light Kiosks (mostly related to the process required by BC Hydro for costing/approving the work).

Because of this, the EV Charging Station location selection process is focused on street light kiosk/street light mount units. The overall approach is to reduce the overall installation costs while at the same time to maximize the number of charging station that will become available for the public use.

The consultant team is currently working with the UNA Operations and UBC Community Energy Manager Ralph Well to finalize location selection and related charging unit design (street light mount or pedestal mount base on actual operational need). The consultant expects to report back over the coming weeks and the UNA operations is targeting to provide a detailed report and proposed rollout plan for the May Board Meeting Report.

Landscape Management Plan

The landscaping consultant from Lanarc has begun the initial round of meetings with UNA key stakeholders, including UBC Properties Trust, UNA landscapers as well as UBC municipal group representatives. The focus of the meetings is to get a better understanding of the current practices, challenges we face, insights and to identify future opportunities.

Welcome Robyn Chan – Sustainability Specialist

We would like to extend our warmest welcome to Robyn Chan who has joined the UNA as a one-year term Sustainability Specialist to cover Julia's absence. Robyn's career has been spent working in non-profit civic and community engagement, developing and leading projects that engage people in everything from day-to-day sustainability choices to community planning and development.

FINANCE

Highlights of major activities:

- 2022/23 Budget Submission to UBC BOG and Budget Roll Out
- Planning for Year End and Audit
- Senior Accountant Recruitment
- Joint Financial Task Force (JFTF)

Details:

2022/23 Budget Submission to UBC BOG and Budget Roll Out

Budget 2022/23 was approved by the UNA Board in March and was submitted to the UBC Board of Governors on March 16th. All the motions related to the budget were also submitted to UBC at the same time. Internally, the Finance Team had a meeting with each department Manager before year end to go over the finance team's deliverables and to take suggestions to help improve our service level of the upcoming year. During

the meeting, we also rolled out the new fiscal year budget and discussed any related concerns or questions.

Planning for Year End and Audit

The Finance Department has started the work for the fiscal year end and the aim to close the books by the first week of May. Planning for the annual audit work is already underway to ensure we meet Canada Revenue Agency (CRA) reporting and internal reporting requirements and deadlines. Audit field work is set to start the second week of May and draft statements should be ready in July for review.

Senior Accountant Recruitment

The UNA Finance Team consists of two positions: Finance Manager and the Senior Accountant. In March, the Senior Accountant resigned and moved on to a different organization. The timing was a bit challenging as March is our fiscal year end, but by grace we were able to fill the position almost immediately. Still a lot of training and learning required to take place, but the other departments have been very supportive during this challenging time and the Finance Department will continue to deliver what is required to support the organization.

Joint Financial Task Force (JFTF)

The Reserves Study Request for Proposals (RFP) went out in March through UBC and the UNA will help in the selection of the consultant in April. No further update for the Athletic Access Fees and Community Access Fees.

COMMUNICATIONS

COVID-19 Messaging and Signage

Since the beginning of the pandemic the UNA has been lockstep with Provincial Health in ensuring that our policies are aligned. Communications have been working with the Recreation Team in revising/creating supplementary posters and rolling out website/newsletter updates to help keep patrons informed of the changes pertaining to the lifting of restrictions on masking, event capacities earlier in March and then the proof of vaccination requirement in early April.

Community Centre Digital Signage

Communications worked with UBC and Operations Team to get the digital signages back in operation. Digital signage is controlled using a centralized software that UBC maintains. Some coordination was needed to get them back online. Content will continue to change in the coming weeks and additional screens will be installed in the centres in high-traffic, high-visibility areas in the coming months.

Marketing Support for Recreation

The Communications Team has been working with the Recreation Team to create supporting marketing materials for Spring/Summer programs. We have created posters, brochures, flyers, post cards and other materials to serve as supporting marketing materials for recreation programs.

UNA Camp Shirt Design and Printing

Communications has been working with Recreation on creating a long-term UNA Camps logo that can double as a t-shirt design for participants and camp leads. The design has been finalized and branded t-shirts are in production for delivery in May and for use this summer.

Newsletter Improvement Project

As mentioned in the previous month, Communications is looking into improving the current UNA newsletter with a new layout, graphic templates, and other approaches. Communications has finished working on an audit and SWOT analysis of the current newsletter with our consultants. They have presented us with three design options and we'll be working with them to select one and further improve it so that it suits our needs.

Records Management Training Materials Development

Communications has been working with the Administrative Assistant (the project lead for the records management project) to develop training materials for staff to help them in transitioning to the new records management system. Currently, content creation has been finished and we have moved on to the process of creating a script and a presentation deck. The target delivery date to staff is last week of April.

UNA Card Folders

To increase awareness of the benefits that UNA residents are entitled to, Communications will be designing a new UNA Card folder that will be issued with the UNA Card. The folder will contain information about facilities where the UNA Card is honoured as well as a short explainer on the UNA Account. The UNA Card folders are now available at both community centres.

Staff Social Events Committee

The 2022-2023 UNA Staff Social Events Committee (SSEC) has been formed and the committee has had their first meeting to elect their officers and to schedule their first event. The members are: Vidamarin Andal, Rocio Escalona (Advisor/Comms Liaison), Stephanie Jiang, Kelly Nguyen, Claire Russel (Chair) and Angelica Sanchez (Treasurer).



The SSEC oversees quarterly birthday parties and two major staff events (one in the summer and one in the winter). Their first event will be a birthday party for April/May/June celebrants to be held in May.

Community Engagement Advisory Committee Support

The Communications Manager has been working to support the Community Engagement Advisory Committee (CEAC) in finalizing and dissemination of their community survey. The survey launched on April 11 and will be open for public feedback until May 2. Results will be delivered to the committee during their May 25 meeting and to the Board of Directors in June.

Other Work

- Events promotional support
- Branded volunteer lanyards production

RECREATION

March was a busy month of conclusion and transition. The Recreation Department has been busy wrapping up the winter season and the fiscal year, while at the same time getting ready for the spring season.

Last year’s revenues from programming and field bookings are getting closer to the pre-Covid level. Fitness centre visits and revenue is catching up, and room rentals and birthday parties are recovering.

Front Desk Update

Hours of Operation

Spring Hours: <https://www.myuna.ca/facilities/#wesbrook>

Recent Holidays:

Good Friday, April 15th, Easter Sunday, April 17, Monday, April 18

No holidays or other changes coming up in March

Victoria Day – May 23rd, 2022

PHO Operational Structure

Previous PHO restrictions have been lifted except for:

- Travelers who have been out of the country are required to wear a mask.
- Physical barriers between staff (Plexi-glass) remain at this time.



Usership (Drop-In)

- 413 Program Drop-ins
- 14 new paid parking permits issued (resident and visitor and replacements permits)
- 19 Applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
- 8 submitted online
- 11 submitted in person

New Complimentary day passes are difficult to track in PM but likely represent the majority of parking applications

ZenDesk – Tickets Received / Tickets Solved / Touches

- 219 Received
- 179 Solved
- 445 Touches

Programming Update

| | |
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| Programs currently being offered across UNA (Winter) | 184 |
| Registered Participants | 2141 |
| # Withdraws | 97 |
| Financials for Month – Total fees (including refunds) | \$140,172 |

Spring programs started on April 4, and registration numbers show that the community understanding of our registration process has improved - 80% of the program enrollments (1566 out of 1921) have been conducted online since the spring and summer registration opened on March 14. Sports, physical activities, and music lessons remain strong; new uptakes are seen in adult English, volunteer-led social programs, art workshops and community events. Extra efforts are being made to promote new introduced dance and fitness programs.

The Programming Team is reviewing the current program guide production process with consideration of incorporating automated features from different software applications to optimize the process.

The Programming Team has completed the annual employee’s performance reviews. New staff hiring is in progress including positions for five summer camp leaders, Safe and Connected Community Coordinator.

Programming Highlights

- Spring Break Adventure Camps went off without a hitch! Both weeks were fully registered (24 kids total) with long waitlists. Our two excellent camp leaders, Hana and Gabby along with four youth volunteers planned and executed a fun-filled Spring Break. The SPCA gave two engaging presentations to our campers about how to help animals, and there was also a field trip to the UBC Botanical Garden. There is a need for childcare options during Spring Break and we have the potential to expand in future years.

- **YOUTH PROGRAMS**
 - Drop-in program numbers for March
 - Youth Social Drop-in (Wednesdays 3 – 5:30) – 60 participants | Winter total: 123
 - Open Studio – Dance (Fridays 3:30 – 4:30) - 20 participants | Winter total: 63
 - Homework Help (Tuesdays 4 – 6) - 5 participants | Winter total: 26
 - BC Youth Week May 1-7 events:
 - May 2 – Scavenger hunt and sundaes
 - May 3 – Bubble Soccer
 - May 4 - Dodgeball
 - May 5 – Capture the flag
 - May 6 – Glow in the dark night
 - All BC Youth Week events have been planned and organized by the Winter Leadership Program – information and promotional material will come out shortly

- Events Highlights
 - Family Movie Night Returned on April 16th
 - Easter Egg Hunt, was held at the Old Barn Community Centre on April 17th
 - We have an upcoming Adult Volunteer Appreciation Night, by invitation only, in the 3rd week of April, will celebrate achievements during the pandemic and look ahead to more in-person programs and opportunities



Health and Fitness Update

| | Wesbrook | Old Barn | UNA Total |
|----------------------------|----------|----------|-----------|
| Attendance Fitness Centre | 1728 | 122 | 1850 |
| Attendance Fitness Classes | 136 | 0 | 136 |
| Personal Training Sessions | 0 | 0 | 0 |

Health and Fitness Focus upcoming:

Anthony Evangelista long time Fitness Supervisor has resigned from the UNA.

I am pleased to announce **Kieran Petty** as the new Fitness Supervisor for the UNA.

Kieran has a history as an athlete and coach of Diving, and brings a strong background in Business, Customer Service and Health and Fitness. Kieran will be not only a great addition to the Fitness Centre but also the UNA team.

While we await Kieran’s arrival at the UNA, I have been working hard to build her a great team hiring:

- Alexandra Duncan, Jordan Teh and Joani Su join the team as Fitness Attendants.
- Kyra Bates (UBC Rugby) and Madeline Gillis (Ryerson University Softball) join the team as Summer Fitness Leaders.
- Maggy Fedorowska and Sherin Sayrany join the team as Personal Trainers.

Financial Implications

None

Operational Implications

None

Strategic Objective

None



Attachments

None

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', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: April 4, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: 2021-22 UNA Staff Work Plan – Fourth Quarter Update

Background

The 2021-22 UNA Staff Work Plan – Fourth 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 the Board approved the work plan in April – and is up to date through the end of the fiscal year, which is March 31.

Four major items continued 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 implementing the various changes to provincial restrictions. The second is governance-related work, including process and policy updates as well as work associated with the ongoing review of the Neighbours Agreement. The third is financial processes – including producing the annual budget. The fourth major item has been human resources – including preparing for new hiring and backfilling existing positions.

There are some initiatives that staff are undertaking that fall outside day-to-day tasks but are not highlighted within the existing work plan update. These include items that were added after the plan was approved, such as the Public Spaces Solid Waste Management Plan and the Community Works Fund projects. These projects are included in the 2022-23 work plan where applicable – which is included in this Board package under separate heading.

Financial Implications

The initiatives contained within the work plan were 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 – Fourth 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', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer

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|--|---|---|
| <p>UNA GOVERNANCE</p> <p>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> | | |
| <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 for the 2021 Election – including increasing the number of Directors from six to seven. Prepared for and held Board orientation. <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 complete. • Participated in the ongoing work of the UNA/UBC Joint Financial Task Force (JFTF). • Condition assessment of UNA infrastructure to take place in 2022/23. • Landscape Management Plan process underway. <p>Review the reserves policy in partnership with UBC</p> <ul style="list-style-type: none"> • Reserves Policy review underway with UBC. Currently part of the JFTF + NA2020 update process. |
|---|---|--|

| | | |
|--|---|--|
| | <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Ongoing with UNA-UBC Liaison Committee | <p>Continue to explore financial models with the University Neighbourhoods Liaison Committee</p> <ul style="list-style-type: none"> • Five-year financial planning model has been updated. • Current focus is to review Athletic + Community Access fees and reserve policies. |
| <p>OPERATIONAL CAPACITY</p> <p>Continue the foundational work to streamline processes, build staff skills and ensure there are adequate resources to support the Board and the UNA in meeting its mandate.</p> | | |
| <p>Strategy:</p> <p>The UNA has the administrative resources and processes in place to deliver mandated services and support the work of the Board.</p> | <p>Goals:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> • Formalize professional development policy and departmental allotment. <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Explore what metrics we would like to track and what is presently within our capacity to do so. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Update and initiate migration of UNA filing system to the cloud. | <p>Progress:</p> <p>Develop a professional development and compensation policy</p> <ul style="list-style-type: none"> • Professional development policy currently being reviewed. <p>Create and implement metrics to measure service delivery</p> <ul style="list-style-type: none"> • Potential metrics for the Recreation Department and Communications Department are being investigated. <p>Develop a robust IT platform that supports internal and external information exchange</p> <ul style="list-style-type: none"> • Awaiting finalization of the Records Management Plan prior to migration. |

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| | <ul style="list-style-type: none"> • 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"> • 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 ongoing delivery of virtual programming is continuing. • General policy and internal procedure review ongoing. Staff are currently working on a Board + Committee Code of Conduct Policy and Director Vacancy Appointment process. |
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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.”

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| <p>Strategy: Improve civic engagement to support evidence-based decision making that is aligned with the UNA’s mandate.</p> | <p>Goals:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Launch a newsletter campaign to boost community newsletter distribution list. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Develop modular engagement kits for onsite events. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Create Land Use Advisory Committee. <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Led by the UNA Board of Directors. | <p>Progress:</p> <p>Develop more robust engagement tools to assess community needs</p> <ul style="list-style-type: none"> • Part of the Community Engagement and Advisory Committee work plan. <p>Create feedback tools for residents and other stakeholders</p> <ul style="list-style-type: none"> • Modular engagement kits delayed due to COVID implications. Will restart when appropriate. <p>Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees</p> <ul style="list-style-type: none"> • Land Use Advisory Committee has been created. <p>Reinforce the relationship between the UNA and the UBC academic community.</p> <ul style="list-style-type: none"> • Support the Board as needed. |
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Report Date: April 11, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: 2022-23 UNA Staff Work Plan

Background

The 2022-23 UNA Staff Work Plan is presented for Board Approval.

Decision Requested

THAT the Board approve the 2022-23 UNA Staff Work Plan.

Discussion

The 2022-23 UNA Staff Work Plan is attached for Board review and approval. The work plan ties in directly with the UNA Strategic Plan and consists of projects and initiatives that are undertaken in conjunction with the day-to-day operations of the organization.

Typically about 70 per cent of the work that takes place in the organization is day-to-day operational in nature, with the other 30 per cent consisting of projects directly related to strategic priorities.

The proposed 2022-23 work plan builds on the work that has taken place in 2021-22 and reflects the fact that we're in transition on several important items, such as the proposed transfer of landscaping administration from UBC Properties Trust (UBCPT), as well as implementing the recommendations from the Office Space Needs Assessment.

The plan also looks to prepare for potential future initiatives, including investigating increased regulatory rules and undertaking a recreation programming review. The plan will also move forward important ongoing initiatives such as the Neighbours Agreement rewrite, Community Works Fund projects implementation and the ongoing work in the creation of a UNA Landscape Management Plan.

The staff work plan is a direct result of the organizational strategic plan and budgeting process. In order for the organization to perform in a healthy manner all three processes need to be aligned – with the Strategic Plan setting the overall context for the organization, with the specific projects and action items then flowing in as priorities for the budget. The staff work plan then follows the finalization of the budget and highlights the items above and beyond the core day-to-day operations.



The Board is involved in all three phases of these processes, providing Policy guidance in the creation of the Strategic Plan, approving the overall operations of the organization through the approval of the budget, and finally signing off on the resulting staff work plan.

Financial Implications

The initiatives contained within the proposed work plan are funded through the 2022-23 approved budget.

Operational Implications

The attached draft 2022-23 Staff Work Plan considers existing operational capacity.

Strategic Objective

The attached draft 2022-23 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 - Draft 2022-23 UNA Staff Work Plan.

Concurrence

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



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



STRATEGIC PLAN 2019-2022

UNA STAFF WORK PLAN 2022-2023

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.

Strategy: The decision-making mechanisms of the UNA will be reviewed to ensure they meet the needs of a growing community.

Goals:

Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate

- Led by the Board with staff support as needed.
- Work with the Governance and Human Resources Committee to investigate electronic voting options for UNA elections.

Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship

- Support the Board and Neighbours Agreement Committee on any changes to Neighbours' Agreement 2020.

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.

Strategy: The UNA is financially sustainable over the long term.

Goals:

Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks

- Participate in the UNA/UBC Joint Financial Task Force.
- In conjunction with UBC undertake a condition assessment of UNA infrastructure.

Review the reserves policy in partnership with UBC

- With the Finance Committee, the Neighbours Agreement Committee and UBC, 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.

Continue to explore financial models with the University Neighbourhoods Liaison Committee

- Ongoing with UNA-UBC Liaison Committee

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

- Completed.

Create and implement metrics to measure service delivery

- 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

- Complete implementation of the records management plan and initiate migration of UNA filing system to the cloud.
- Identify and evaluate options for cloud-based accounting solutions.

Align operations and allocation of resources with strategic priorities

- Prepare for change in administrative responsibilities for UNA neighbourhoods landscaping and operations.
- Create a Landscape Management Plan.
- Investigate increased regulatory rules implementation (i.e. Dog Control Rules).
- Implement recommendations from the Office Space Needs Assessment.
- Undertake a Recreation Programming Review.
- Continue to develop a business case scenario for the effective delivery of virtual programming.
- Implement approved Community Works Funds projects.
- 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.



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

- Work with the Community Engagement Advisory Committee and Board to identify and implement new communications processes.
- Investigate possibility of electronic streaming of Board meetings.

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

- Completed.

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

- Led by the UNA Board of Directors.



Report Date: April 4, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Director Liu – Committee Appointments

Background

Fei Liu has officially been appointed by the Board as a UNA Director. Conversations with Director Liu indicate that she would like to participate on the UNA Finance and Audit Committee, as well as the AMS-UNA Joint Advisory Committee.

Decision Requested

THAT the Board appoint Director Liu to the UNA Finance and Audit Committee and the AMS-UNA Joint Advisory Committee and accept the resignation of Director Glassheim from the AMS-UNA Joint Advisory Committee.

Discussion

Former Director Maria Gallo sat on two UNA Committees, the Finance and Audit Committee and the Community Engagement Advisory Committee.

When Director Liu was appointed to the Board she was provided with the opportunity to review the various UNA Committees, and working closely with Chair Watson, along with discussions with Director Glassheim, Director Liu has indicated that she would like to sit on the UNA Finance and Audit Committee and the AMS-UNA Joint Advisory Committee.

The Terms of Reference for the Finance and Audit Committee indicate that the committee may have up to four Directors appointed by the Board on the recommendation of the Board Chair. There are currently on two Directors on the Committee, Director Holmes and Mojdehi.

The AMS-UNA Joint Advisory Committee Terms of Reference note that there are three UNA elected officials on the committee, the UNA Chair and two Directors appointed by the Board.

The UNA members of the AMS-UNA Joint Advisory Committee are currently Chair Watson and Directors Glassheim and McCutcheon. Director Glassheim has indicated that he is willing to resign his position to allow Director Liu to participate on the committee.



Financial Implications

None

Operational Implications

None

Strategic Objective

UNA Community and Stakeholder Relations

Attachments

None

Concurrence

None

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer



Report Date: April 8, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: UNA-UBC Liaison Committee Appointments

Background

The UNA needs to appoint its members to the UNA-UBC Liaison Committee and confirm the co-Chair. This appointment would typically take place on an annual basis in December along with the other committee appointments, but the decision was made to hold off until early 2022 to allow Directors more time to consider whether they were interested in participating on the committee.

Decision Requested

THAT the Board appoint two Directors to the UNA-UBC Liaison Committee.

AND THAT the Board confirm that Chair Watson will remain the co-Chair of the UNA-UBC Liaison Committee.

Discussion

Under the terms of the Neighbours Agreement 2020 (NA 2020) a new UNA-UBC Liaison Committee (The “Liaison Committee”) was established as a stand-alone committee to replace the former Neighbourhood Liaison Committee.

As per the Terms of Reference (as attached) the purposes of the Liaison Committee are as follows:

1. to fulfill the functions assigned to the Liaison Committee by sections 4.5, 10.2, and 19.3 of NA2020;
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 4.4 of NA2020; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons (as defined below).

The Liaison Committee is meant to be the vehicle through which UNA feedback on Campus Vision 2050 is officially passed through to the UBC Board of Governors.

UNA representation to the UNA-UBC Liaison Committee is composed of three members of the UNA Board of Directors appointed by the Board, one of whom must be the UNA



Chair. The UNA Board of Directors will appoint one of the UNA Liaisons to serve as Co-Chairs of the Liaison Committee.

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. There is no specific Term.

The UNA members of the Liaison Committee in 2021 were Chair Watson, and Directors Holmes and Mullen.

Initial conversations with Chair Watson indicate that more than two Directors have expressed an interest in sitting on the committee. If more than two Directors put their name forward for consideration it is recommended that the Board appoint the representatives after having the Chief Administrative Officer randomly draw two names from among the interested Directors.

The UBC appointments to the Liaison Committee are Miranda Lam (Co-Chair), Alison Brewin and Max Holmes.

A date for the first next Liaison Committee meeting hasn't been set, but preliminary discussions with UBC indicate that a mid-to-late May date works best.

Financial Implications

None

Operational Implications

None

Strategic Objective

UNA Community and Stakeholder Relations

Attachments

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

Concurrence

None



UNIVERSITY
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**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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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: April 6, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Board and Appointees Code of Conduct Policy

Background

The UNA currently has a UNA Board of Directors Code of Conduct and Conflict of Interest Policy that dates back to 2012. The policy hasn't been actively used by the UNA since 2016 – and none of the current Board members have signed off on the policy.

At their November 2, 2021 meeting the UNA Board passed the following motion:

THAT the Board assign the review of the UNA Code of Conduct and Conflict of Interest Policy to the Governance and Human Resources Committee to deal with post election and once the new appointments have been made.

A proposed new policy has been drafted based on input from the Governance and Human Resources Committee (GHR Committee) as well as non-profit and local government best practices. The policy has been reviewed and endorsed by the GHR Committee and is presented to the Board for discussion and consideration of adoption.

Decision Requested

For discussion and consideration of adoption.

Discussion

The current UNA Board of Directors Code of Conduct and Conflict of Interest Policy was created in 2012 and provides general guidance on the standards of conduct required of Directors, including guidelines on conflicts of interest.

The policy is outdated and needs to be revised, as it was created under the old governance regime, and it includes language specifically tailored to the appointed AMS Director and UBC Directors.

A new policy (attached as Schedule A) has been drafted for Board consideration. The new policy was drafted based on input from the GHR Committee, and has been reviewed by Natasha Himer from Watson Advisors, who was able to provide some key insight in relation to non-profit policy development.

Highlights of the draft policy are as follows:

- The policy is meant to cover both Directors and Appointees, including any appointed UBC Members or AMS Designated Student who attend and participate in UNA Board or committee meetings. As Directors have different duties and obligations than Appointees, the policy is broken down by duties specific to Directors, and those that apply to both.
- The policy fleshes out important Director duties at the beginning, including language on the key statutory Director Duties.
- The policy has a substantive section on Conflict of Interest. The general approach in the non-profit world is to have a more comprehensive Conflict of Interest section than in local government, and this policy follows this structure. The section is less detailed than the previous policy.
- The policy includes a general overview of duties and expectations, as well as more comprehensive language under the following headings:
 - Conduct of Directors and Appointees
 - Compliance with Processes
 - Conduct of Public Meetings
 - Decisions Based on Merit
 - Gifts and Favours
 - Communication
 - Use of Public Resources
 - Advocacy
 - Policy Role of Directors and Appointees
 - Respectful Workplace Environment
- The policy has language in relation to compliance and enforcement, as well as how the policy should be implemented.

If the Board chooses to approve the new policy (with revisions or as presented), the existing policy (attached as Schedule B) should be repealed.

Financial Implications

None



Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – Draft UNA Board and Appointees Code of Conduct Policy #01-16
2. Schedule B – UNA Board of Directors Code of Conduct and Conflict of Interest Policy #01-5

Concurrence

None

Respectfully submitted,

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Sundance Topham
Chief Administrative Officer

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|-------------------|--|----------------------|
| SUBJECT: | UNA Board + Appointees Code of Conduct Policy | POLICY #01-16 |
| CATEGORY: | Administration | |
| AUTHORITY: | Board of Directors | |
| ADOPTED: | | |
| AMENDED: | - | |
| REVIEWED | - | |

PURPOSE

The University Neighbourhoods Association (“UNA”) seeks to maintain and enhance the quality of life for all UNA residents through responsible, fair, community-minded and sustainable representation. To help achieve this goal, the UNA Board of Directors (“Board”) has adopted a Code of Conduct Policy (“Policy”) applicable to UNA Directors (“Directors”) and to all persons appointed by the Board to boards, committees or task forces, whether they are Directors of the Board or not (“Appointees”). For the purposes of this Policy, the term Appointees also includes any appointed UBC Members or AMS Designated Student who attend and participate in UNA Board or committee meetings.

The purposes of the Policy are to ensure that:

- a) Business is conducted with integrity, in a fair, honest and open manner;
- b) Directors and Appointees respect one another, the public and staff and recognize the unique role and contribution each person has in making the UNA a better place to work and live;
- c) The conduct of Directors and Appointees in the performance of their duties and responsibilities with the UNA is above reproach;
- d) Decision making processes are accessible, participatory, understandable, timely and just;
- e) Directors and Appointees identify and address any real or perceived conflict of interest; and
- f) Directors and Appointees respect and uphold confidentiality requirements.

This Policy defines standards and makes related provisions for the conduct of Directors and Appointees with a view to affirming the integrity of the Directors, Board and Appointees in discharging their applicable responsibilities to the UNA. The Policy provides general guidance on the standards of conduct required of Directors and Appointees, including guidelines on conflicts of interest, processes to raise concerns and breaches of the Policy, as well as an accompanying acknowledgement statement.

SCOPE

This policy applies to all Directors who serve on the UNA Board and Appointees to UNA boards, committees or task forces. This Policy is applicable to all Directors of the UNA Board and

includes provisions that are relevant to any person appointed to UNA boards, committees or task forces, whether they are Directors or Appointees. The bodies to which Appointees can be appointed are referred to collectively as “**Committees**” throughout this Policy.

Because they are not Directors, Appointees do not have the same Duties as Directors; however, through their appointment to Committees and/or attendance and participation at Board meetings, Appointees represent the UNA, and the relevant sections of this policy are applicable to them.

POLICY STATEMENTS

Duties of Directors

The Board of the UNA, collectively, are entrusted with the management, administration and control of the property, revenue, business and affairs of the UNA.

Director duties are set out in the *Societies Act*, the UNA Bylaws and established by common law. The Bylaws provide that Directors are either elected by UNA members or appointed from time-to-time by the Board. Each Director, regardless of how they became a Director has a responsibility, as a Director of the Board, first and foremost to the best interests of the UNA and must function primarily as a Director of the Board and not as a representative of any particular constituency. Taken together, the fundamental duties of the Directors include the following:

Fiduciary Duty: Directors must act honestly and in good faith with a view to serving the best interests of the UNA. In placing the UNA’s interests ahead of their own personal interests, each Director is required to:

- be honest in their dealing with the UNA and others on behalf of the UNA;
- disclose to the Board any personal interests that they holds that may conflict with the interests of the UNA in accordance with the requirements set out in this Policy;
- remain impartial and loyal to the best interests of the UNA and not act as a delegate or representative of any interest, stakeholder, or group;
- maintain the confidentiality of information submitted to the Director in confidence, and in accordance with the requirements set out in this Policy and any applicable policies; and
- respect the Board and Board decisions, and avoid undermining any decision of the Board, regardless of whether the Director agrees with or voted for the decision.

Duty of Care: Directors must exercise the degree of care, skill, and diligence reasonably expected from a person having his or her knowledge and experience.

Duty of Knowledge: Directors must be familiar with and generally knowledgeable about:

- the UNA’s mandate, goals, objectives, and operations;
- the community, business and political environments within which the UNA operates;
- the relevant legislation applicable to the UNA and Directors; and
- the current governance policies and practices of the UNA.

Duty of Compliance: Directors must comply with all applicable laws and regulations and with policies applicable to Directors, including this Policy.

Duty to Disclose: Directors must disclose information within their knowledge that is of significance to the UNA.

Expectations: In fulfilling their responsibilities and duties, Directors are expected to:

- act in a manner consistent with the trust and confidence placed in the Board, as a responsible steward of UNA resources, and that will bear the closest public scrutiny;
- act in a manner consistent with the general spirit and intent of the Policy;
- attend meetings of the Board and meetings of Board committees;
- devote the necessary time and attention required to prepare for meetings of the Board and Board committees;
- participate fully and frankly in the deliberations and discussions of the Board and Board committees;
- act in a manner which is courteous of others, including to treat others with respect and dignity;
- avoid any situations that impair or have the potential to impair the Director's independence or impartiality in performing the duties of a Director or otherwise to cause, or have the potential to cause, damage to the UNA or its reputation;
- act consistent with the Board's protocols on Board communications and public comment.

Duties that apply to Directors and Appointees

Confidentiality

In the course of their duties, Directors and Appointees will have access to confidential information relating to the UNA and may also learn of other confidential or non-public information relating to third parties.

Directors and Appointees are expected to maintain the confidentiality of all such confidential and non-public information and are required not to disclose or release any such confidential or non-public information unless authorized by the UNA or required by law to do so.

Proceedings in closed and restricted closed sessions of the UNA Board and Committees are confidential. Proceedings in strategy sessions, forums, workshops or other sessions the UNA may hold from time to time are also confidential, unless otherwise provided. Directors and Appointees must comply with any applicable policies that may restrict circulation and disclosure of materials prepared for the UNA, and Directors and Appointees must hold in confidence all views and opinions expressed by other Directors and Appointees or individuals in such sessions.

The duty to maintain information in confidence continues after the Directors and Appointees cease to be a Director or Appointee.

Conflict of Interest

Directors shall be aware of and act in accordance with Section 56 of the *Societies Act* and UNA Bylaw 6.15.

All Directors and Appointees shall be aware of and declare, in writing where necessary, any real or perceived conflicts of interest.

General. A Director or Appointee holds a position of trust *vis-à-vis* the UNA. As such, there is a general obligation on the Director and Appointee to avoid situations of real or potential conflicts of interest as well as even the appearance of a conflict of interest. Directors and Appointees who find themselves in a conflict of interest must disclose the conflict and abstain from voting on the matter, leave the meeting when the matter is being discussed or voted on, and refrain from any action intended to influence the discussion or vote.

Definition of Conflict of Interest. A conflict of interest arises where the Director or Appointee's interests and those of the UNA might be in real, potential or perceived conflict. A conflict of interest puts into question the independence, impartiality and objectiveness that a Director or Appointee is obliged to exercise in the performance of his or her duties as a Director of the Board or a Committee.

- a. A “**private interest**” means a direct or indirect economic interest or other personal benefit or advantage, and it may involve a financial or non-financial interest. The interest may be personal to the Director or Appointee themselves, or to the Director or Appointee's relatives (a spouse, parent, child, sibling or other family member whether connected by blood, marriage or adoption), or a business in which the Director or Appointee is involved.
- b. A Director or Appointee has a “**real conflict of interest**” when the Director or Appointee is performing a duty or function and in the performance of that duty or function has the opportunity to further their private interests.
- c. A Director or Appointee has a “**potential conflict of interest**” when there exists some private interest that could influence the performance or exercise of a Director or Appointee's duty or function.
- d. A Director or Appointee has a “**perceived conflict of interest**” when a reasonably well-informed person could perceive that a Director or Appointee's ability to perform a duty or function of the position was, or will be, affected by the Director or Appointee's private interests and interfere with the Director or Appointee's judgment in making decisions in the UNA's best interest.

A conflict of interest does not exist simply where a Director or Appointee has or may have an interest in common with many other people or where the issue may concern a particular UNA neighbourhood, including one in which the Director or Appointee lives. In general, debating or discussing and voting on matters which have an effect on a broad group by a Director or Appointee who is also a Director of that group is not a conflict of interest. However, a conflict of interest due to representation of or relation to a specific constituency may occasionally arise. Conflict could reasonably be considered to exist

for the following identified groups when considering these matters (*as illustrative examples only and in no way meant to be exhaustive*):

- for a Director or Appointee where a contract or matter before the Board involves only the specific strata development in which they resides and not other strata developments;
- for a Director or Appointee serving on the board of another organization and being in possession of information confidential to the UNA that is of importance to a matter being considered by the board of the other organization.

Responsibility to Disclose Conflict of Interest

It is the responsibility of a Director or Appointee to identify a conflict of interest to the Chair of the Board or Committee (with a copy to the Chief Administrative Officer (“**CAO**”)) in writing, in advance of a meeting if possible, in which the subject matter relating to the conflict will arise for consideration or, where that is not practicable or possible, verbally at a Board or Committee meeting. If the conflict of interest arises at a Board or Committee meeting without notice then the Director or Appointee should forthwith advise the Chair of the conflict. In this Policy the word “**Chair**”, includes the Acting Chair and any Director or Appointee who is elected to Chair a meeting of a Board or Committee. “**Consideration**” may include discussion, debate and voting.

Where a conflict of interest exists, Directors and Appointees are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must absent themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Director’s or Appointee’s exit from and return to the meeting shall be noted in the minutes.

Where a perceived conflict of interest exists, the Director or Appointee may note that a perception of conflict of interest might exist but need not declare a conflict and exit the meeting if in the Director’s or Appointee’s view there is no actual conflict of interest.

Where in the opinion of Board or a Committee, a Director or Appointee is in a conflict of interest and has not so declared, the body may ask for a review of the matter by CAO. The matter, if unresolved, may then be referred to Board for review and then, if still unresolved, to legal counsel.

A Director or Appointee who has or is deemed to have a conflict of interest shall be counted in the quorum for a meeting at which the Director or Appointee attends notwithstanding that the Director or Appointee is absented while any matter is discussed, debated or voted on in respect of which a conflict exists for that Director or Appointee.

Obligation to Account

This Policy does not replace or modify a Director’s obligation under UNA Bylaw 6.16 to account to the UNA of any benefit made as a consequence of the UNA entering or performing any proposed contract or transaction, or to be relieved from such obligation to account, in those circumstances set forth in that UNA Bylaw 6.16.

Conduct of Directors and Appointees

The conduct of Directors and Appointees in the performance of their duties and responsibilities with the UNA shall be fair, open and honest. Directors and Appointees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of each other, UNA officers and employees, or the public.

Compliance with Processes

- Directors and Appointees shall perform their duties in accordance with the policies, procedures and rules of order established by the UNA Board which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by UNA staff.
- Directors and Appointees shall be aware of the mandate of their respective Committees and act in accordance with it.

Conduct of Public Meetings

Directors and Appointees shall prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the meeting, or otherwise disturb a meeting.

Decisions Based on Merit

Directors and Appointees shall base their decisions on the merits and substance of the matter at hand.

Gifts and Favours

- Directors and Appointees shall not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the UNA, except as follows:
 - where such a gift or favour is authorized by law;
 - where such contributions are lawful campaign contributions; or
 - where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Director or Appointee.
- Directors and Appointees may participate in UNA programs open to the public and may purchase UNA property or goods offered for public sale.

Communication

Directors and Appointees shall publicly share substantive information that is relevant to a matter under consideration by the Board or a Committee that they may have received from sources outside of the public decision-making process.

Use of Public Resources

Directors and Appointees shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

Advocacy

Directors and Appointees shall represent the official policies or positions of the UNA, Board or Committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, Directors and Appointees shall explicitly state they do not represent Board, their committee or the UNA, nor will they condone the inference that they do.

Policy Role of Directors and Appointees

Directors and Appointees shall respect and adhere to the structure of governance as established in the UNA. In this structure, the Board determines the policies of the UNA with the advice, information and analysis provided by the public, Committees, and UNA staff. Directors and Appointees, therefore, shall not interfere with the administrative functions of the UNA or with the professional duties of UNA staff, nor shall they impair the ability of staff to implement Board policy decisions.

Respectful Workplace Environment

Directors and Appointees shall treat each other, the public, and UNA staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Directors and Appointees shall be aware of and act in accordance with the *Discrimination, Harassment and Bullying in the Workplace Policy*.

Compliance and Enforcement

The UNA Policy is intended to be self-enforcing. The UNA Policy expresses standards of conduct expected for Directors and Appointees of the UNA Board and Committees. Directors and Appointees themselves have the primary responsibility to assure that these standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the UNA.

Where the circumstances warrant, the Board may impose sanctions on Directors and Appointees whose conduct does not comply with this Policy. The Board may impose a motion of censure on a Director and may rescind the appointment of an Appointee to a Committee if they are found to have breached the Policy.

To ensure procedural and administrative fairness, a Director or Appointee who is accused of violating any provision of the Policy shall have a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare their case before the Board to respond as to these allegations. Before considering a sanction, the Board must ensure that a Director or Appointee has:

- a) received a written copy of the case against them;

- b) a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
- c) a fair opportunity to be heard.

Implementation of the Policy

Directors and Appointees should view the Policy as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when Directors and Appointees are thoroughly familiar with the Policy and embrace its provisions. For this reason, the Policy will be provided to candidates for Board and applicants to Committees.

Directors and Appointees will be requested to sign the statement, attached as Appendix A, affirming they have read and understood the Policy. In addition, the Governance and Human Resources Committee (“**GHR Committee**”) shall review the Policy periodically, and the Board shall consider recommendations from GHR Committee and update the Policy as necessary.

Violation Not Cause to Challenge a Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board or Committee decision.

Related Documents and Legislation

- UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03



APPENDIX A

MEMBER STATEMENT

Board of the UNA and Appointees to Boards, Committees and Task Forces

As a Director on the UNA Board or an Appointee, I acknowledge and agree that:

- 1) I have received a copy of the Policy.
- 2) I will conscientiously and in good faith observe the provisions of the Policy.
- 3) A breach of the Policy may result in the Board imposing sanctions on Directors and Appointees whose conduct does not comply with this Policy.

Signature: _____

Date: _____

Name (please print):

Office/Committee:

| | |
|---|-----------------------|
| SUBJECT: UNA BOARD OF DIRECTORS CODE OF CONDUCT AND CONFLICT OF INTEREST | |
| CATEGORY: ADMINISTRATION | POLICY #: 01-5 |

PURPOSE

- 1.1. This Code of Conduct and Conflict of Interest Policy (“**Policy**”) defines standards and make related provision for the conduct of Directors (“**Directors**”) of the UNA Board of Directors (“**Board**”) with a view to affirming the integrity of the Directors and the Board in discharging their responsibilities to the UNA. The Policy provides general guidance on the standards of conduct required of Directors, including guidelines on conflicts of interest.
- 1.2. The composition of the Board is determined pursuant to the UNA’s By-laws. The By-laws provide that an increasing number of Directors are elected by UNA members (“**Resident Directors**”), one Director is appointed by the President of the AMS (“**AMS Director**”) and two Directors are appointed by the President of UBC (“**UBC Directors**”). However, each Director, regardless of how she/he became a Director, has a responsibility, as a member of the Board, first and foremost to the best interests of the UNA and must function primarily as a member of the Board and not as a member of any particular constituency, subject only to this Policy. If any Director concludes that she/he cannot fulfill this function then that Director should resign.
- 1.3. Directors may have other jobs and positions as part of being gainfully employed. As such, it is acknowledged that Directors may also owe separate duties to their particular employer or appointer in their capacity as an employee and separate from their capacity as a Director. However, as a Director, the Policy clarifies that, subject only to this Policy, the Directors’ sole and exclusive duty, once elected or appointed, is to advance the best interests of the UNA. Directors are to consider and advance the best interests of all the UNA neighbourhoods as a community, recognizing that the community consists of residents, businesses, institutional components and visitors.

SCOPE

This policy applies to all directors served on the UNA Board.

POLICY STATEMENTS

2. Duties of Directors

2.1. **General.** A Director appointed due to position or familiarity with related or stakeholder interests and concern is not a delegate or democratic representative of any interest or group, including the entity which appointed the Director. While such a Director is entitled to express and take into account those interests and concerns, nothing in this Policy, or in the circumstances of a Director’s election or appointment, relieves any Director from the duty to act in the best interests of the UNA and with a view to advancing the UNA’s welfare. Directors must maintain their duty and responsibility to the UNA and not to private or personal interests, which is of particular importance in two separate and distinct instances - participating in debate and discussion and in the decision making of the Board.

2.2. **Appointed Directors.** The AMS and UBC Directors are subjected to sensitive issues. On the one hand, it is inherent in the manner of their appointment to the Board, and so accepted by the Board, that in participating in debate and discussion they will bring a perspective and reflect views communicated to them or views which they hold because of their relationship to those who appoint them. In this regard, it is understood and accepted by the Board that:

- a. appointed Directors may meet from time-to-time with those who appoint them in the absence of other Directors and discuss specific or general policy or business that may or will come before the Board; and
- b. the Resident Directors may from time-to-time meet separately from the Board and the other Directors and discuss specific or general policy or business that may or will come before the Board.

All such meetings and discussions are permitted.

It is not a violation of this Policy for an AMS or UBC Director to assert, in debate and discussion, positions favoured by the AMS or UBC. On the other hand, where an AMS or UBC Director has or is subject to an established view or position of the AMS or UBC, with only one exception, their participation in the decision-making process must end with debate and discussion and they must, without more, decline to participate in any vote of the Board where the position to be adopted by the UNA on the matter may conflict with the position of their respective appointor, the AMS or UBC. The one exception to this is that the UBC Director may vote on any matter that has a direct financial impact on the UNA.

When the Board does have to make a decision that covers an area where either the AMS or UBC either has already made a decision or has expressed views that would reasonably be presumed to influence an AMS or UBC Director in making a decision then that AMS or UBC Director must formally declare this and decline to participate in any vote of the Board. All other provisions of this Policy are subject to this section.

This concern, of course, will not pertain to all decisions that the Board makes. Many, perhaps most, of the decisions that the Board makes are analytical, technical, business or other issues where all Directors (whether appointed or elected) will bring to the process their background experience and judgment in making a decision. This will be true regardless of the method by which they hold membership as a Director.

2.3. A Director, no matter how elected or appointed, must:

- a. act in the best interests of the UNA and with a view to advancing its welfare;
- b. act at all times in good faith and with honesty;
- c. avoid potential, actual or apparent conflicts or otherwise manage them in order to neutralize them, including acting in accordance with sections 4 and 5 below;
- d. exercise the care, skill and diligence that would be exercised in the same circumstances by a reasonably prudent person having both:
 - i. the knowledge and experience that may reasonably be expected of a Director; and
 - ii. the knowledge and experience of the specific Director; and
- e. not reveal or divulge confidential information received in the course of their duties (i.e., information that is not otherwise available generally to the public) unless authorized by the Board or required to do so by law, nor use such confidential information for any purpose outside of undertaking the work of the UNA.

2.4. A Director must not:

- a. permit the office of Director to be used for the private benefit, advantage or profit of any person;
- b. use the property, information or opportunities of the UNA for the private benefit, advantage or profit of any person; or

- c. engage in any conduct that will, in the opinion of the Board, have the potential to impair the Director’s independence or impartiality in performing the duties of a Director or otherwise cause, or have the potential to cause, damage to the UNA or its reputation.

3. CONFLICT OF INTEREST

3.1. **General.** A Director of the Board holds a position of trust *vis-à-vis* the UNA. As such, there is a general obligation on the Director to avoid situations of real or potential conflicts of interest as well as even the appearance of a conflict of interest. Subject to section 2.2, Directors who find themselves in a conflict of interest must disclose the conflict and abstain from participating in any Board activities in respect of the subject matter giving rise to the conflict, as further discussed in sections 4 and 5 below.

3.2. **Definition of Conflict of Interest re: Private Interests.** Subject always to section 2.2, a conflict of interest arises where the Director’s private interests and those of the UNA might be in real, potential or perceived conflict. A conflict of interest puts into question the independence, impartiality and objectiveness that a Director is obliged to exercise in the performance of his or her duties as a member of the Board.

- a. A **“private interest”** means a direct or indirect economic interest or other personal benefit or advantage, and it may involve a financial or non-financial interest. The interest may be personal to the Director himself or herself, or to the Director’s relatives (a spouse, parent, child, sibling or other family member whether connected by blood, marriage or adoption), or a business in which the Director is involved (as a director or officer, or of which the Director has direct or indirect ownership of shares in value exceeding \$10,000 and/or to which are attached more than 10% of the voting rights of the corporation).
- b. A Director has a **“real conflict of interest”** when the Director is performing a duty or function and in the performance of that duty or function has the opportunity to further her/his private interests.
- c. A Director has a **“potential conflict of interest”** when there exists some private interest that could influence the performance or exercise of a Director’s duty or function.
- d. A Director has a **“perceived conflict of interest”** when a reasonably well-informed person could perceive that a Director’s ability to perform a duty or function of the position was, or will be, affected by the Director’s private interests and interfere with the Director’s judgment in making decisions in the UNA’s best interest.

3.3. A conflict of interest does not exist simply where a Director has or may have an interest in common with many other people or where, in the case of a Resident Director, the issue may concern a

particular UNA neighbourhood, including one in which the Resident Director lives. In general, debating or discussing and voting on matters which have an effect on a broad group by a Director who is also a member of that group is not a conflict of interest. However, a conflict of interest due to representation of or relation to a specific constituency may occasionally arise. Conflict could reasonably be considered to exist for the following identified groups when considering these matters (*as illustrative examples only and in no way meant to be exhaustive*):

- a. for a Resident Director where a contract or matter before the Board involves only the specific strata development in which she/he resides and not other strata developments; or
- b. for the appointed Directors (AMS Director and UBC Director), where the respective appointor (AMS or UBC) has either publicly or privately taken a position on a matter which position is in question before the Board.

4. RESPONSIBILITY TO DISCLOSE CONFLICTS OF INTEREST

- 4.1. It is the responsibility of a Director to identify a conflict of interest to the Chair of the Board in writing, in advance of a meeting if possible, in which the subject matter relating to the conflict will arise for consideration or, where that is not practicable or possible, verbally at a Board or committee of the Board (“**Committee**”) meeting. If the conflict of interest arises at a Board or Committee meeting without notice then the Director should forthwith advise the Chair of the conflict. In this Policy the word “**Chair**”, includes the Acting Chair and any Resident Director who is elected to Chair a meeting of a Board or Committee. Each Director present at a meeting of the Board or any Committee should review the agenda items and disclose any conflict of interest in connection with any agenda item before consideration of that item. “**Consideration**” may include discussion, debate and voting subject to section 2.2.
- 4.2. If a Director is unsure whether she/he has a conflict of interest, that Director must raise, in camera, the perceived conflict with the Board and the Board shall determine by majority vote whether or not a conflict of interest exists. The Director perceived to be in conflict must refrain from voting on the issue. In this process the Chair of the Board will have the authority to exercise a casting vote in the event of a tie. If the Director is declared by majority vote to be in a conflict of interest, the Director is deemed to be in a conflict of interest.
- 4.3. If the Chair of the Board or any other Director perceives that another Director has a conflict of interest, the Chair or other Director must identify the conflict to the rest of the Board. Where there is disagreement among the Directors about the existence of a conflict, the Board shall hold a vote to resolve the matter. With the Director perceived to be in conflict refraining from voting, the Board shall determine by majority vote where a conflict of interest exists. In this process the Chair of the Board will have the authority to exercise a casting vote in the event of a tie. If a Director is

declared by majority vote to be in a conflict of interest, the Director is deemed to be in a conflict of interest.

- 4.4. Upon declaration of a conflict of interest or determination by the Board pursuant to sections 4.1-4.3, the person recording the events of the meeting must duly note the declaration or determination and the conflicted Director must conduct her/himself in accordance with section 5.
- 4.5. **Obligation to Account.** This Policy does not replace or modify a Director’s obligation under UNA By-law 5.18 to account to the UNA of any benefit made as a consequence of the UNA entering or performing any proposed contract or transaction, or to be relieved from such obligation to account, in those circumstances set forth in that UNA By-law 5.18.

5. ABSTAIN FROM PARTICIPATION WHERE THERE IS A CONFLICT OF INTEREST

- 5.1. Subject only to section 2.2, a Director who has or is deemed to have a conflict of interest must absent her/himself from the Board or Committee meeting during any discussion, debate or voting on the matter in which the conflict of interest exists.
- 5.2. Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared by the Board and recorded at first opportunity. If the Board determines that subject to section 2.2, involvement of the conflicted Director influenced the decision of the matter, the Board shall re-examine the matter and may rescind, vary or confirm its decision.
- 5.3. A Director who has or is deemed to have a conflict of interest shall be counted in the quorum for a meeting at which the Director attends notwithstanding that the Director is absented while any matter is discussed, debated or voted on in respect of which a conflict exists for that Director.

6. CONSEQUENCES OF A VIOLATION OF THIS POLICY

- 6.1. A Director who violates this Policy will, after two written warnings given at least 21 days apart at in-camera meetings of the Board, be subject to public censure at a meeting of the Board, in addition to any other remedy the Board may pursue at law.

7. POLICY MAY DISPLACE LAW

- 7.1. Some of the express provisions of this Policy have the effect or are intended to have the effect of replacing or modifying certain obligations or liabilities imposed upon a Director in law or equity. Other than these express provisions, the Directors are fully subject to the obligations or liabilities imposed upon a Director in law or equity.



VIBRANT, DIVERSE, SUSTAINABLE

CORPORATE POLICY

RELATED POLICIES

N/A

APPROVAL HISTORY

| | | |
|--------------------------------------|--|-------------------------|
| ISSUED BY: Board of Directors | APPROVED BY: Board of Directors | DATE: 2012/09/11 |
|--------------------------------------|--|-------------------------|



Report Date: April 8, 2022
Meeting Date: April 19, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Board Rules of Procedure Update

Background

At their March 15, 2022 meeting the UNA Board passed the following motion:

THAT the Board direct the Governance and Human Resources Committee to review and recommend amendments to Part 2 – Inaugural Board Meetings (Inaugural meeting), Part 3 – Electronic Participation and Electronic Meetings (along with any other relevant sections of the Rules of Procedure that relate to electronic participation), Part 12 – Delegations, and Part 15 – Committees (in relation to electronic participation and meetings) of the UNA Board Rules of Procedure.

The UNA Board Rules of Procedure (Rules) have been amended based on this direction, and include edits proposed by the Governance and Human Resources Committee (GHR Committee). The Rules are presented to the Board for discussion and consideration of adoption.

Decision Requested

For discussion and consideration of adoption.

Discussion

The following sections of the Rules were reviewed and updated as follows:

Part 2 – Inaugural Board Meetings (Inaugural meeting): Clarification that the Chief Administrative Officer is to Chair the Inaugural meeting.

Part 3 – Electronic Participation and Electronic Meetings: Includes updated language as per feedback from our solicitor that reflects changes made to the *Societies Act* in 2021 relating to electronic meetings (Comments from UNA solicitor attached as Schedule A). New definitions in the Rules for Electronic Meetings are from the *Societies Act*. Changes were also made to provide more flexibility for the calling of electronic meetings. No changes were made to Part 15 Committees, as the proposed rules for the Board meetings have been made more flexible, and this flexibility will automatically translate to the committees as per how the Rules are written. If the section on electronic participation for the Board meetings is amended to become less flexible, accompanying edits to Part 15 Committee may be required.



Part 12 – Delegations: Includes updates to effectively enforce delegations, both in relation to application procedures, clear time limits, as well as the ability to properly reschedule or deny the delegation (i.e. speaking repeatedly on the same topic within a short timeframe).

I've included a blacklined version of the amendments (attached as Schedule B), as well as a clean version (attached as Schedule C).

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

- 1. Schedule A – UNA solicitor comments on Board Rules of Procedure
- 2. Schedule B – Amended UNA Board Rules of Procedure (Blackline)
- 3. Schedule C – Amended UNA Board Rules of Procedure (Clean)

Concurrence

None

Respectfully submitted,

Sundance Topham
Chief Administrative Officer

UNA Solicitor Feedback on UNA Board Rules of Procedure – Electronic Meetings

Good morning Sundance,

As per our email exchanges, I have reviewed the provisions of the Board Rules of Procedure (January 2021) (“Rules”) following our discussion last Monday and have set out my comments below.

As discussed, the changes to the *Societies Act* now allow societies the option of holding meetings, wholly or partially, by electronic means, unless the society’s bylaws provide otherwise.

The UNA Bylaws do not prohibit the holding of electronic meetings, but they do contain language that implies meetings will be in-person, such as references to the “location” of meetings. However, in my view, those references are unlikely to be sufficient to disqualify the UNA from holding electronic meetings under the *Societies Act* if it wishes to do so.

The Rules do not override the Bylaws or the *Societies Act*, but the Board does have a discretion under both the *Societies Act* and the Bylaws to establish rules regarding the conduct and process of its meetings.

Comments on the Board Rules of Procedure:

My comments below appear in which they appear in the Rules:

1. In the Rules, there are numerous references to “location” or “places” of meetings which assumes meetings will be held in-person or only partially electronically (see e.g. Rule 2.5, 2.7, 2.9). This is not necessarily inconsistent with the *Societies Act*, but is worth flagging if the UNA wishes to facilitate more electronic meetings.
2. Rule 3.3 provides for instructions to be provided to directors who request to attend Board meetings electronically. This is fine. However, the *Societies Act* also contemplates that reference to electronic attendance and instructions on how to attend electronically will appear in the notice of meeting.
3. If the UNA wishes to hold fully electronic board meetings, then Rule 3.4 (which permits only two directors to attend electronically) should be amended. Further, if this Rule is not changed, given that the *Societies Act* now permits electronic meetings, I am concerned that this provision may have the effect of dis-enfranchising directors (beyond the first 2 who make a request) who cannot attend in person. Also, the definition of “partially electronic meeting” in the *Societies Act* provides that it is a meeting “in which persons are entitled to participate in-person or by telephone or other communications medium”. We don’t yet know how the new amendments will be interpreted, but I query whether the use of the word “entitled” in this section would be construed as meaning that a society that permits a partially electronic meeting cannot place limits on how many persons may attend electronically. If the Board does not want to move toward electronic meetings, then consider whether the Rules should be changed to make this restriction in the nature of a guideline rather than a rule. For example, could this language be amended to reflect that Board members will endeavour to attend all board meetings in-person.
4. Rule 3.5 permits electronic meetings only if the Chair determines it would be impractical or impossible to hold an in-person meeting. The Board has discretion not to hold electronic

meetings, but this restriction in the Rules is not required by the *Societies Act* or the Bylaws and is a limitation on the holding of electronic meetings that could be removed.

5. The language in Rules 3.5(b) and (c), 3.6 and 3.7 should be amended to reflect that all persons must be able to “participate” in the meeting to better track the language in the Act. The current Bylaws provide for “hear or watch” by attendees, which is not necessarily full participation.
6. Rule 5.2 deems a director who attends a meeting electronically not to be present for the purposes of voting on the chair of that meeting. This restriction is arguably not consistent with the changes to the *Societies Act* which provide that the directors who attend electronically must be able to fully participate, including by voting at the meeting.
7. Section 10.3 states that where there is a vote on a motion, no director may leave the room other than a director who has declared a conflict of interest. Consider amending this to contemplate electronic attendance (ie., “leave the room or, as applicable, the electronic meeting”).

Happy to discuss further if that would assist.

Best regards,
Suzanne



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INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors;

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time;

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position;

“Chair” means the Chair of the Board;

“Director” means a UNA director;

“Electronic Meeting” means a Fully Electronic Meeting or a Partially Electronic Meeting;

“Fully Electronic Meeting” means a meeting in which persons are entitled to participate solely by telephone or other communications medium, as set out in the notice for the meeting, if all persons attending the meeting are able to participate in it, whether by telephone or other communications medium;

“Location” means either a physical location on the UBC Vancouver campus or a meeting held via Electronic Meeting, as applicable;

“Partially Electronic Meeting” means a meeting in which persons are entitled to participate in person or by telephone or other communications medium, as set out in the notice for the meeting, if all persons attending the meeting are able to participate in it, whether by telephone, by other communications medium or in person;

“Point of Order” means a point or query concerning procedure;

“Presiding Director” has the meaning given in section 5.1;

“Rules” means these rules of procedure;

“Societies Act” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act;

“UBC” means The University of British Columbia;



“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

- 1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.
- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert’s Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Location

- 2.1 Board meetings are to take place on the UBC Vancouver campus or via Electronic Meeting. Reference to Location within the Rules applies to Electronic Meetings as well.

Inaugural meeting

- 2.2 The CAO must convene an initial meeting of the Board within one month after an election of Directors.

2.2.3 The CAO will preside over the initial meeting until such time as the Chair has been elected.



BOARD RULES OF PROCEDURE

2.32.4 At the initial meeting, the Board must elect a Chair in accordance with the following:

- (a) The call for nominations for the office of Chair is to be conducted by the CAO.
- (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
- (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
- (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
- (e) In the event that more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

2.42.5 The Chair must determine the dates, times, and ~~places~~ Locations of the regular Board meetings, which meetings must be held at least ~~six~~ six times in a calendar year. [Bylaw 7.1]

2.52.6 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and Locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.

2.62.7 A regular Board meeting may

- (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
- (b) moved to a different day, time, or ~~place~~ Location by the Chair, but only if ~~five~~ five days' notice of the change is provided to the Board.

2.72.8 If a regular Board meeting is cancelled or there is a change to the date, time, or ~~place~~ Location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

2.82.9 A special Board meeting must be called by the CAO at the request of any two Directors.

2.92.10 Except where notice of a special meeting is waived by all Directors, the CAO must give notice of the date, time, and ~~place~~ Location of the special meeting at least 48 hours before the time of the meeting by

- (a) sending a copy of the notice to each Director via email, and
- (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

2.102.11 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.

2.112.12 The open session of a Board meeting must be open to the public.

2.122.13 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.

2.132.14 The restricted closed session of a Board meeting may only be attended by the Directors and individuals invited by the Board.

2.142.15 The Board must hold at least ~~six~~6 meetings in a calendar year that have an open session.

2.152.16 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:

- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;
- (b) employee relations and other human resources matters;
- (c) a matter which the UNA is required by contract or law to keep confidential;
- (d) litigation or potential litigation affecting the UNA;
- (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
- (g) the appointment of an individual to fill a vacancy on the Board;
- (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
- (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
- (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
- (k) the addition of a matter to the agenda for the session; and
- (l) consideration of whether particular individuals should be permitted to attend the session.

2.162.17 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be

included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

2.172.18 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state

- (a) the fact that the open session will be followed by a closed or restricted closed session, and
- (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.

2.182.19 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

2.192.20 Except as otherwise authorized by the Board,

- (a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and
- (b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public.

PART 3 – ELECTRONIC PARTICIPATION AND ELECTRONIC MEETINGS

Electronic Participation

~~3.1 — A Director who is unable to attend a Board meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person may participate in the meeting by electronic facilities if~~

- ~~(a) the facilities enable all meeting participants to hear each other; and~~
- ~~(b) if there is an open session, the facilities enable the public in attendance at the session to hear the Director.~~

~~3.2 — A Director who intends to participate in a Board meeting electronically must give the CAO notice of this intention at least 24 hours prior to the time of the meeting.~~

~~3.3 — Subject to section 3.4, as soon as reasonably possible after receiving notice from a Director, the CAO must provide the Director with instructions on how to connect to and participate in the meeting.~~

~~3.41.1 If more than two Directors intend to participate in a Board meeting electronically, only the first two Directors who notify the CAO of their intention may so participate.~~

Fully Electronic Meeting

~~3.53.1~~ A Board meeting may be conducted ~~by electronic facilities~~ as a Fully Electronic Meeting if

- ~~(a)~~ the circumstances are such that, in the view of the Chair ~~(who may poll the Board to receive feedback), it would be impractical or impossible for an in-person meeting to be held or, in the case of a special Board meeting, either~~
 - ~~(i)~~ the meeting is called with less than 72 hours' notice, or
- ~~(b)~~(a) ~~(ii)~~ at least three Directors will not be able to attend in person; ~~holding an Electronic Meeting would be desirable;~~
- ~~(c)~~(b) the ~~facilities~~ electronic medium enables all meeting participants to ~~hear, or watch and hear, each other~~ participate; and
- ~~(d)~~(c) if there is an open session, the ~~facilities~~ electronic medium enables the public to ~~hear, or watch and hear,~~ participate in the session.

~~3.63.2~~ If a Board meeting that includes an open session is to be conducted ~~by electronic facilities~~ as a Fully Electronic Meeting, information on how the public may ~~hear, or watch and hear,~~ participate in the session must appear on the agenda and be posted on the UNA website.

~~3.3~~ The notice of a special Board meeting to be conducted ~~as a Fully Electronic Meeting~~ by electronic facilities must, if the meeting includes an open session, provide information on how the public may ~~hear, or watch and hear,~~ participate in the session, ~~or how the public may obtain this information.~~

Partially Electronic Meeting

~~3.4~~ If the Board meeting is not a Fully Electronic Meeting, a Director who is unable to attend a Board meeting in person because of illness, absence from Metro Vancouver, or other circumstances that ~~prevent the Director from attending in person may participate in the meeting by telephone or other communications medium if~~

- ~~(a)~~ the telephone or other communications medium enable all meeting participants to participate;
- ~~(b)~~ if there is an open session, the telephone or other communications medium enable the public in attendance at the session to communicate with the Director; and
- ~~(c)~~ The Director gives the CAO notice of this intention prior to the publication of the agenda, to provide time to include notice of the Partially Electronic Meeting.

3.5 As soon as reasonably possible after receiving notice from a Director, the CAO must provide the Director with instructions on how to connect to and participate in the meeting.

3.6 If more than two Directors intend to participate in a Board meeting electronically, only the first two Directors who notify the CAO of their intention may so participate the Chair must consider holding the Board meeting as a Fully Electronic Meeting.

~~3.7~~

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.

4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:

- (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
- (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
- (c) At least 5-five days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.

4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of 5-five days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.

4.4 Prior to each Board meeting that includes a restricted closed session,

- (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
- (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:

- (a) Approval of agenda
- (b) Approval of minutes

- (c) Delegations
- (d) External reports and presentations
- (e) Reports¹
- (f) Unfinished business²
- (g) New business³
- (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.

4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

¹ “Reports” are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

² “Unfinished business” consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ “New business” is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.



New Directors

- 4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 For the purposes of determining the chair of a Partially Electronic Board meeting ~~that is not conducted electronically, the Board shall choose a Director who attends the meeting in person. participates electronically in the meeting is deemed not to be present.~~

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
 - (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
- (a) to adjourn;
 - (b) to recess;
 - (c) to call the vote;
 - (d) to postpone;
 - (e) to refer;
 - (f) to amend;
 - (g) to postpone indefinitely.
- 6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
- (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.

- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.
- 6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

- 6.14 A motion to amend must not be made with respect to a motion that is non-amendable.
- 6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.
- 6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.
- 6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.
- 6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

- 6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).
- 6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

- 6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.
- 6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.
- 6.23 If any Director objects to the request to withdraw,
 - (a) the Presiding Director must put the request to a vote;
 - (b) no debate is allowed; and
 - (c) to succeed, the request requires a majority vote.

Division of motion

- 6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.
- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
- (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.

- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.
- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than ~~five~~5 minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
 - (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.



Conflict of Interest

8.13 If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the *Societies Act* (or in any provision that replaces that section) are applicable.

Participation of individuals other than Directors

8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.

8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:

- (a) interrupt the matter currently under consideration;
- (b) ask the Director to state the substance of and the basis for the Point of Order; and
- (c) decide the matter and state the reasons for the decision.

9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case

- (a) the Director is permitted to state the basis for the appeal;
- (b) the Presiding Director may make a response;
- (c) the Presiding Director must then ask whether his or her decision is to be sustained;
- (d) the question is to be voted on without debate; and
- (e) the Presiding Director’s decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.

10.2 Votes are to be cast by the raising of hands. [*Bylaw 7.7*]

10.3 When there is a vote on a motion, no Director may leave the room or, as applicable the Electronic Meeting, other than a Director who has declared a conflict of interest.

10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [*Bylaw 7.7*]

10.5 In the event of an equality of votes, the Presiding Director has a second vote. [*Bylaw 7.7*]



10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA’s affairs.
- 11.2 A Director’s inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- ~~12.1~~ During the open session of a regular Board meeting, an individual or group of individuals (a “Delegation”) may make a presentation to the Board.
- ~~12.2~~ All Delegations requesting to appear before the Board are required to submit a written request to the CAO outlining the topic of concern.
- ~~12.3~~ A person may not apply to speak on the same subject/topic more than once within a six-month period starting from the date it was first presented to the Board.
- ~~12.4~~ Delegation requests must be submitted at least seven days before the scheduled Board meeting.
- ~~12.2~~ The maximum amount of time for hearing from Delegations at a Board meeting is 30 minutes.
- ~~12.5~~ Delegations are to be heard in the order in which they ~~notify~~ submit written request to the CAO of their intention to make a presentation to the Board, unless the Board decides otherwise.
- ~~12.3~~
- ~~12.4~~ 12.6 A Delegation’s presentation is limited to ~~10~~ five minutes.
- ~~12.7~~ Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of ~~5~~ five minutes.
- ~~12.5~~ 12.8 There can be a maximum of three Delegations per Board meeting.



12.9 Any time limit in this Part may be extended with the consent of the Board.

~~12.6~~12.10 Delegations who wish to appear before the Board after the deadlines have passed, or wish to speak on the same subject/topic more than once within a six-month period starting from the date it was first presented to the Board, must contact a member of the Board to request that they bring forward a motion to allow them to speak.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
 - (a) the type of session;
 - (b) the date and location of the meeting;
 - (c) the times at which the session began and adjourned;
 - (d) the names of Directors, staff, and invited attendees who attended the session;
 - (e) the name of the Presiding Director;
 - (f) a record of decisions made on all main motions; and
 - (g) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.
- 13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

- 13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.
- 13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.
- 13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.
- 13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

- 13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.
- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.
- 15.8 In the event of an equality of votes on a motion at a committee meeting,
- (a) the chair of the committee does not have a second vote; and
 - (b) the motion fails.

Minutes of meetings

- 15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

- 15.10 Directors who are not members of a committee
- (a) may attend meetings of the committee,
 - (b) may participate in discussion only with the approval of a majority of the committee members present, and
 - (c) have no vote.

Priority of committee terms of reference

- 15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.



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INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors;

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time;

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position;

“Chair” means the Chair of the Board;

“Director” means a UNA director;

“Electronic Meeting” means a Fully Electronic Meeting or a Partially Electronic Meeting;

“Fully Electronic Meeting” means a meeting in which persons are entitled to participate solely by telephone or other communications medium, as set out in the notice for the meeting, if all persons attending the meeting are able to participate in it, whether by telephone or other communications medium;

“Location” means either a physical location on the UBC Vancouver campus or a meeting held via Electronic Meeting, as applicable;

“Partially Electronic Meeting” means a meeting in which persons are entitled to participate in person or by telephone or other communications medium, as set out in the notice for the meeting, if all persons attending the meeting are able to participate in it, whether by telephone, by other communications medium or in person;

“Point of Order” means a point or query concerning procedure;

“Presiding Director” has the meaning given in section 5.1;

“Rules” means these rules of procedure;

“Societies Act” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act;

“UBC” means The University of British Columbia;

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

- 1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.
- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert’s Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Location

- 2.1 Board meetings are to take place on the UBC Vancouver campus or via Electronic Meeting. Reference to Location within the Rules applies to Electronic Meetings as well.

Inaugural meeting

- 2.2 The CAO must convene an initial meeting of the Board within one month after an election of Directors.
- 2.3 The CAO will preside over the initial meeting until such time as the Chair has been elected.

- 2.4 At the initial meeting, the Board must elect a Chair in accordance with the following:
- (a) The call for nominations for the office of Chair is to be conducted by the CAO.
 - (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
 - (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
 - (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
 - (e) In the event that more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

- 2.5 The Chair must determine the dates, times, and Locations of the regular Board meetings, which meetings must be held at least six times in a calendar year. *[Bylaw 7.1]*
- 2.6 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and Locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.
- 2.7 A regular Board meeting may
- (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
 - (b) moved to a different day, time, or Location by the Chair, but only if five days' notice of the change is provided to the Board.
- 2.8 If a regular Board meeting is cancelled or there is a change to the date, time, or Location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

- 2.9 A special Board meeting must be called by the CAO at the request of any two Directors.
- 2.10 Except where notice of a special meeting is waived by all Directors, the CAO must give notice of the date, time, and Location of the special meeting at least 48 hours before the time of the meeting by
- (a) sending a copy of the notice to each Director via email, and
 - (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

- 2.11 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.
- 2.12 The open session of a Board meeting must be open to the public.
- 2.13 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.
- 2.14 The restricted closed session of a Board meeting may only be attended by the Directors and individuals invited by the Board.
- 2.15 The Board must hold at least six meetings in a calendar year that have an open session.
- 2.16 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:
- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;
 - (b) employee relations and other human resources matters;
 - (c) a matter which the UNA is required by contract or law to keep confidential;
 - (d) litigation or potential litigation affecting the UNA;
 - (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
 - (g) the appointment of an individual to fill a vacancy on the Board;
 - (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
 - (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
 - (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
 - (k) the addition of a matter to the agenda for the session; and
 - (l) consideration of whether particular individuals should be permitted to attend the session.
- 2.17 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the

agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

- 2.18 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state
- (a) the fact that the open session will be followed by a closed or restricted closed session, and
 - (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.
- 2.19 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

- 2.20 Except as otherwise authorized by the Board,
- (a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and
 - (b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public.

PART 3 – ELECTRONIC PARTICIPATION AND ELECTRONIC MEETINGS

Fully Electronic Meeting

- 3.1 A Board meeting may be conducted as a Fully Electronic Meeting if
- (a) the circumstances are such that, in the view of the Chair (who may poll the Board to receive feedback), holding an Electronic Meeting would be desirable;
 - (b) the electronic medium enables all meeting participants to participate; and
 - (c) if there is an open session, the electronic medium enables the public to participate in the session.
- 3.2 If a Board meeting that includes an open session is to be conducted as a Fully Electronic Meeting, information on how the public may participate in the session must appear on the agenda and be posted on the UNA website.
- 3.3 The notice of a special Board meeting to be conducted as a Fully Electronic Meeting must, if the meeting includes an open session, provide information on how the public may participate in the session.

Partially Electronic Meeting

- 3.4 If the Board meeting is not a Fully Electronic Meeting, a Director who is unable to attend a Board meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person may participate in the meeting by telephone or other communications medium if
- (a) the telephone or other communications medium enable all meeting participants to participate;
 - (b) if there is an open session, the telephone or other communications medium enable the public in attendance at the session to communicate with the Director; and
 - (c) The Director gives the CAO notice of this intention prior to the publication of the agenda, to provide time to include notice of the Partially Electronic Meeting.
- 3.5 As soon as reasonably possible after receiving notice from a Director, the CAO must provide the Director with instructions on how to connect to and participate in the meeting.
- 3.6 If more than two Directors intend to participate in a Board meeting electronically the Chair must consider holding the Board meeting as a Fully Electronic Meeting.

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

- 4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.
- 4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:
- (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
 - (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
 - (c) At least five days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.
- 4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of five days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.

- 4.4 Prior to each Board meeting that includes a restricted closed session,
- (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
 - (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

- 4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:
- (a) Approval of agenda
 - (b) Approval of minutes
 - (c) Delegations
 - (d) External reports and presentations
 - (e) Reports¹
 - (f) Unfinished business²
 - (g) New business³
 - (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

- 4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

¹ "Reports" are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

² "Unfinished business" consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ "New business" is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.

Addition of agenda items by Directors

- 4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.
- 4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

- 4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

New Directors

- 4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 For the purposes of determining the chair of a Partially Electronic Board meeting, the Board shall choose a Director who attends the meeting in person.

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
 - (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
 - (a) to adjourn;
 - (b) to recess;
 - (c) to call the vote;
 - (d) to postpone;
 - (e) to refer;
 - (f) to amend;
 - (g) to postpone indefinitely.
- 6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
- (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.
- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.
- 6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

- 6.14 A motion to amend must not be made with respect to a motion that is non-amendable.
- 6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.
- 6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.
- 6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.
- 6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

- 6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).
- 6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

- 6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.
- 6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.
- 6.23 If any Director objects to the request to withdraw,
- (a) the Presiding Director must put the request to a vote;
 - (b) no debate is allowed; and
 - (c) to succeed, the request requires a majority vote.

Division of motion

- 6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.

- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
- (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.
- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.
- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than five minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
- (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the *Societies Act* (or in any provision that replaces that section) are applicable.

Participation of individuals other than Directors

- 8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.
- 8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

- 9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:
- (a) interrupt the matter currently under consideration;
 - (b) ask the Director to state the substance of and the basis for the Point of Order; and
 - (c) decide the matter and state the reasons for the decision.

- 9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case
- (a) the Director is permitted to state the basis for the appeal;
 - (b) the Presiding Director may make a response;
 - (c) the Presiding Director must then ask whether his or her decision is to be sustained;
 - (d) the question is to be voted on without debate; and
 - (e) the Presiding Director's decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

- 10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.
- 10.2 Votes are to be cast by the raising of hands. [Bylaw 7.7]
- 10.3 When there is a vote on a motion, no Director may leave the room or, as applicable the Electronic Meeting, other than a Director who has declared a conflict of interest.
- 10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [Bylaw 7.7]
- 10.5 In the event of an equality of votes, the Presiding Director has a second vote. [Bylaw 7.7]
- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA's affairs.
- 11.2 A Director's inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a “Delegation”) may make a presentation to the Board.
- 12.2 All Delegations requesting to appear before the Board are required to submit a written request to the CAO outlining the topic of concern.
- 12.3 A person may not apply to speak on the same subject/topic more than once within a six-month period starting from the date it was first presented to the Board.
- 12.4 Delegation requests must be submitted at least seven days before the scheduled Board meeting.
- 12.5 Delegations are to be heard in the order in which they submit written request to the CAO to make a presentation to the Board unless the Board decides otherwise.
- 12.6 A Delegation’s presentation is limited to five minutes.
- 12.7 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of five minutes.
- 12.8 There can be a maximum of three Delegations per Board meeting.
- 12.9 Any time limit in this Part may be extended with the consent of the Board.
- 12.10 Delegations who wish to appear before the Board after the deadlines have passed, or wish to speak on the same subject/topic more than once within a six-month period starting from the date it was first presented to the Board, must contact a member of the Board to request that they bring forward a motion to allow them to speak.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
 - (a) the type of session;
 - (b) the date and location of the meeting;
 - (c) the times at which the session began and adjourned;
 - (d) the names of Directors, staff, and invited attendees who attended the session;

- (e) the name of the Presiding Director;
- (f) a record of decisions made on all main motions; and
- (g) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.

13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.

13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.

13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.

13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that

- (a) the individual has no right to make motions;
- (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
- (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.

- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.
- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.
- 15.8 In the event of an equality of votes on a motion at a committee meeting,
- (a) the chair of the committee does not have a second vote; and
 - (b) the motion fails.

Minutes of meetings

- 15.9 A committee must provide minutes of its meetings to the Board.



Attendance of non-member Directors

15.10 Directors who are not members of a committee

- (a) may attend meetings of the committee,
- (b) may participate in discussion only with the approval of a majority of the committee members present, and
- (c) have no vote.

Priority of committee terms of reference

15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.



MINUTES

PRESENT:

Jane Kang, Chair
Ran Keren, Vice-Chair
David Hahn

Michelle Niu
Nidhi Raina

REGRETS:

Alice Bradley
Maria Gallo

Sofia Ngieng

GUESTS:

Ryan Williams, TWI Surveys (departed at 5:33 p.m.)

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 4:06 p.m.

B. RESIGNATIONS

The Chair acknowledged the resignations of UNA CEAC members Susan Eadie, Eileen Le Gallais and Lee Weinstein and thanked them for their service to the community.

C. APPROVAL OF AGENDA

Draft agenda of the February 23, 2022 UNA CEAC meeting was provided with the agenda material.

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the February 23, 2022 agenda, as circulated.

Carried

D. APPROVAL OF MINUTES

Draft minutes of the January 26, 2022 UNA CEAC meeting was provided with the agenda material.

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

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the January 26, 2022 minutes, as circulated.

Carried

E. ITEMS/REPORTS

1. Updated Community Survey Plan and Questionnaire and Next Steps

Document titled "Updated Survey Plan and Questionnaire" was provided with the agenda material.

i. Introduction

Glenda Ollero, CEAC Staff Liaison, introduced Ryan Williams and outlined the process for implementation of the survey.

ii. Presentation

Ryan Williams, TWI Surveys, referenced the document provided with the agenda material and highlighted:

- The survey goal is to understand resident's attitudes, behaviours, and demographics in relation to their use of and experience with UNA's services and communication methods
- Timeline:
 - Finalize draft by March 29, 2022
 - Launch survey on April 5, 2022
 - Report findings in May or June 2022
- Expectation that a minimum of 500 to 600 questionnaires will be returned
- Incentives to participate in the survey
 - Short survey
 - Content is relevant to residents
 - Opportunity to provide anonymous feedback
 - Prize draw
- TWI Surveys will hold and secure all data collected
- Survey distribution:
 - UNA electronic mailing list of 4,637 subscribers
 - Mailout to 6,500 residences
 - Expectation that some duplication will occur
 - Social media distribution will not be utilized to decrease the risk of participation by non-UNA residents.

iii. Discussion

Discussion ensued on:

- Suggestion to offer multiple prize draws for gift cards:
 - Suggestion to solicit local businesses for donations
- Suggested edits to the survey:
 - Add "land use" item to Question #7
 - Add examples of bylaws to each category
 - Add other social media options to Question #6
 - Add "other" to Question #9
 - Change "none" to "I do not use social media" in Question #9
 - Change "More than 6 years" to "7 years and over" in question #11
 - Add "Hindi" to Question #13
 - Include an information menu on Question #15 to define the terms for the participants

- Change Question #16 to include the past three years or an average/year or an expectation in the upcoming year
- Include a disclaimer to permit skipping/not answering questions
- Include a question for number of members in a household.

Action Item (01): *The Communications Manager to request local businesses provide donations for prize draws.*

iv. Motion

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

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee:

1. Submits the draft survey plan and questionnaire to the UNA Board of Directors for approval at the March 15, 2022 Board meeting; and
2. If approved by the UNA Board, requests staff and TWI Surveys to launch the survey.

Carried

Guest Departed

Ryan Williams, departed the meeting at 5:33 p.m.

2. Proposed Additions to CEAC Work Plan 2021–2023

Document titled “CEAC Work Plan 2021–2023” was provided with the agenda material.

i. Introduction

The Chair referenced the document provided with the agenda material and highlighted:

- Focus of the CEAC Work Plan:
 - Learn about the community
 - Engage new residents
 - Promote social events
 - Effective communication with the community
 - Support engagement initiatives
- Suggestion to build a better communication platform for UNA residents
- Suggestion to include community members in some CEAC meetings.

ii. Discussion

Discussion ensued on:

- Suggestion for a petition website for community members to register their concerns
- Suggestion that the UNA CEAC address resident concerns after survey implementation
- Concern over decreasing numbers in the CEAC committee.

Action Item (02): *The Chair to request the Board appoint new members to fill the vacancies on the CEAC.*

Action Item (03): *The Communications Manager to canvas CEAC members regarding their interest in holding a CEAC meeting in March 2022.*

F. ADJOURNMENT

The next UNA CEAC meeting is scheduled to be held on April 27, 2022 at 4:00 p.m.

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

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 6:01 p.m.

Carried



MINUTES

PRESENT:

Murray McCutcheon – Chair
Richard Watson
Eagle Glassheim
Susan Eadie

Guangriu (Maggie) Xia
Matthew Mitchell
Alex Volkoff
Ian Carter

STAFF:

Sundance Topham – Chief Administrative Officer
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

This meeting was called to order at 4:33 p.m.

B. APPROVAL OF AGENDA

1. **Motion** by Chair:

That the Committee approve the February 23, 2022 Meeting Agenda as circulated.

Carried.

C. APPROVAL OF MINUTES

1. **Motion** by Chair:

That the Committee approve the January 26, 2022 Meeting Minutes as circulated.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

None

F. REPORTS

1. UNA Campus Vision 2050 Townhall

a. Raising Awareness

The Committee discussed various channels of raising resident awareness about the upcoming Townhall. Posters, social media groups, UNA Strata Chairs were highlighted.

b. Planning and Approach

The Chair emphasized the relevance of the eight themes which encompass the needs and aspirations in the Campus Vision 2050 Terms of Reference, and the importance of eliciting resident feedback relating to UNA priorities. The committee discussed different means of capturing and evaluating resident feedback.

2. Question List

The Committee discussed a list of previously drafted questions to be posed to Campus & Community Planning. The importance of addressing the issue of unoccupied units was highlighted. The Committee agreed that all questions will be refined post meeting and subsequently posted on the UNA website.

3. External Speakers and Schedule

The Committee discussed ways of identifying, eliciting, and scheduling speakers whose expertise would be beneficial to the overall Committee mandate. It was agreed members will conduct phone interviews with potential speakers and report back at the March meeting.

G. NEW BUSINESS

None

H. ADJOURNMENT

The meeting was adjourned at 6:02 p.m.