



Location: Social Room, Wesbrook Community Centre
Time: 5 pm

1. CALL TO ORDER

2. AGENDA

Approval of the April 2nd, 2019 Agenda

3. MINUTES

Approval of the February 19th, 2019 Minutes

4. MATTERS ARISING FROM MINUTES

5. REPORTS – For Information

- a. Electoral Area A Report – M. Feeley
- b. Management Report - J. Blenkin, W. Sit, G. Ollero, A. Clements

6. NEW BUSINESS

- a. Report on UNA Bylaw Public Consultation
- b. UNA Bylaw Working Group – Phase 3 – Terms of Reference
- c. UNA Negotiating Committee – Terms of Reference and Appointments
- d. Special General Meeting Timelines – Briefing Note

7. OLD BUSINESS

- a. Community Engagement Advisory Committee – Terms of Reference

8. ADJOURNMENT

A closed session and an In Camera meeting will follow.



PRESENT:

Terry Mullen - Chair
Matthew Delumpa – Treasurer
Tor Album

Carole Jolly
Ying Zhou
Nataliya Jatskevich

REGRETS: Laura Cottle

STAFF PRESENT:

Johanne Blenkin – Executive Director
Morgan Chung – Finance Manager
Wegland Sit – Operations Manager

Andrew Clements – Recreation Manager
Glenda Ollero – Communications Manager
Marta Mikolajczyk – Admin Assistant

1. CALL TO ORDER

The meeting was called to order at 5pm.

2. PRESENTATIONS

- a. Chuck Lan, Detachment Commander, **University RCMP** – 2018 report – overview of crime statistics and 2019 strategic focus.
- b. **AMS** – Marium Hamid, AMS President and Max Holmes, AMS VP Academic and University Affairs – emphasized the importance of thorough consultation with the AMS prior to any bylaw changes, and its position of retaining a voting student member on the UNA board.

3. AGENDA

Approval of February 19th Agenda – ***Approved with amendments.***

4. MINUTES

Approval of January 15th Minutes – ***Approved.***

5. MATTERS ARISING FROM MINUTES

6. REPORTS – Received for information unless otherwise noted

- a. Campus and Community Planning – C. Fung – Received
- b. Management Reports - J. Blenkin, W. Sit, G. Ollero, A. Clements – Received
 - i. The Chair inquired about the status of the UNA events calendar. Staff advised that the calendar was launched two weeks ago, different organizations have been asked to contribute and advertise their events on the calendar, and that it might take a few months before contributors participate in the new calendar tool.



7. NEW BUSINESS

a. Draft UNA Constitution and Bylaws

Motion: That the Board receive for information the draft bylaws set out in Draft UNA Constitution and Bylaws – Version 3 – January 25, 2019 and that these draft bylaws be made available to UNA members and non-member residents of the UNA neighbourhoods in the course of the public involvement phase of the bylaw amendment project. **Carried. 1 Opposed.**

Motion: That the Board, in consultation with the UNA Bylaw Working Group, consider the comments made, and concerns raised, by UNA members and non-member residents of the UNA neighbourhoods during the public involvement phase and make such further amendments to the draft bylaws, at the March meeting of the Board, as the Board deems appropriate. **Carried.**

Motion: That, to provide time for UNA staff to compile a summary of the comments made, and concerns raised, by UNA members and non-member residents of the UNA neighbourhoods during the public involvement phase of the bylaw amendment project, the March 19th, 2019 UNA Board meeting be rescheduled to Tuesday, March 26th, 2019. **Carried.**

b. Parking Permit Fee Proposal

Motion: That the UNA Board of Directors approves the fees for the Resident parking decal and visitor pass as set out below:

- 1st vehicle - \$140.00 + applicable taxes
- 2nd vehicle - \$280.00 + applicable taxes
- 3rd vehicle - \$560.00 + applicable taxes
- Visitor Pass: \$140.00 + 21% Translink Parking Tax + applicable taxes

Carried.

c. Community Engagement Advisory Committee - Terms of Reference

Motion: That the Board approve the Terms of Reference of the Community Engagement Advisory Committee and appoint a director to act as a liaison with staff to make recommendations on the implementation process and timelines at the March 26, 2019 Board meeting. **Carried.**

- Nataliya Jatskevich was appointed as a director liaison.

d. Land Use Planning Advisory Committee - Terms of Reference

The Chair introduced the following motion:

Motion: that the Board affirm the jurisdiction of the UNA to take positions on land use planning matters as they affect residents in existing and future campus neighbourhoods and to publicize and promote such positions to relevant parties and entities. **Carried.**



Motion: That the Board approve the Terms of Reference of the Land Use Advisory Committee and appoint a director to act as a liaison with staff to make recommendations on the implementation process and timelines at the March 26, 2019 Board meeting. ***Tabled until next meeting. 4 in favour. 2 opposed. 1 abstained.***

8. OLD BUSINESS

UNA Strategic Plan amendments:

Motion: To adopt “Adapt and implement the Advisory Committee report in phases starting with the Community Engagement and Land Use Advisory Committees” amendment to the Strategic Plan. ***Carried. 1 Opposed.***

Motion: To adopt “Explore opportunities to enhance the relationship between the UNA and the UBC academic community.” amendment to the Strategic Plan. ***Carried.***

9. FINANCE

Budget update – Received.

Chair stepped down from the Finance Committee.

10. ADJOURNMENT

The meeting was adjourned at 6:40pm.

A closed session and an In Camera meeting followed.



By an email vote of majority of directors and it being determined there was quorum, the Board approved cancelling the March board meeting and holding a board meeting on April 2nd, 2019.

Motion: To move the March 26th board meeting to April 2nd. ***Carried. 1 opposed.***

DRAFT

My Upcoming Meetings

Metro Vancouver Board
Friday, March 29, 2019

Mayors' Council on Transportation
Thursday, April 25, 2019



Metro Vancouver Board and Committee Agendas & Minutes
<http://www.metrovancouver.org/boards/search/>

Message from Electoral Area A Director Mike Feeley

On February 13, 2019, Justin LeBlanc resigned from his position as the Director for Electoral Area A on the Metro Vancouver Regional District Board. Mr. LeBlanc had been acclaimed to this position during the October 2018 B.C. local government elections and appointed me, Mike Feeley, as his Alternate Director.

After Mr. LeBlanc resigned, I agreed to step in as Director for Electoral Area A until the by-election, which is expected to take place by summer 2019.

While this role comes unexpectedly, I am thrilled with the chance to serve as Director for the next few months. I have lived and worked on the UBC campus for 22 years and served for a time as chair of the University Neighbourhood's Association. And so, I feel that I understand my neighbourhood fairly well. But, I certainly have a lot to learn about other parts of the area and about Metro Vancouver and TransLink, the regional organizations on whose Boards I now represent the Electoral Area A community. There are many regional issues that impact us including transportation, recycling and waste management, and the operation of Pacific Spirit Park, including Wreck Beach, to name a few.

I look forward to hearing your views and I pledge to do my best to represent our interests with Metro Vancouver and the TransLink Mayors' Council. And, I will, of course, continue the tradition of providing this monthly report, with the help of Metro Vancouver staff, to keep you informed of regional developments as well as the upcoming by-election.

Email: feeley@cs.ubc.ca **Phone:** 778-889-4299

MVRD 2019 Budget and Five-Year Financial Plan

Metro Vancouver helps keep the region one of the most livable in the world by providing utility services including drinking water, sewage treatment, and solid waste management, along with related services like regional parks, land use planning, housing, and air quality monitoring.

The Metro Vancouver Board manages a combined annual capital and operating budget of more than \$1.75 billion. As the regional government, Metro Vancouver operates within a highly-regulated environment that is responsive to legislative change, as it maintains and enhances infrastructure and services to meet the needs of a growing population.

The operating budget is funded by five main sources: water sales, sewer levy, solid waste tipping fees, regional district tax requisitions and housing rents.

On October 26, 2018, the Metro Vancouver Board approved the 2019 budget and endorsed the 2019-2023 Financial Plan, which covers the capital, operating and maintenance costs for the region's four legal entities: Metro Vancouver Regional District, Greater Vancouver Water District, Greater Vancouver Sewage & Drainage District and Metro Vancouver Housing Corporation.

The annual budget and five-year financial plan provides the public and stakeholders with detailed projections of the operating and capital budgets for all of Metro Vancouver services while providing a sound fiscal program that prioritizes affordability and meets the changing needs of our region.

The 2019-2023 Financial Plan is guided by the Board Strategic Plan and regional management plans, which set the direction of future annual budgets, and provides key information to members on future capital projects, anticipated expenditures and funding projections. Metro Vancouver's budgets are prepared by each internal business group, and reviewed by the senior management team, standing committees, key advisory committees comprised of staff representatives from member municipalities, and finally, the Board.

The 2019-2023 Financial Plan is built upon four themes which guide the development of Metro Vancouver long term plans and budgets. The drivers are:

- **Addressing Regional Growth:** The region's population grows by about 35,000 people, or about 1.5% per year, increasing demand for water, sewage, solid waste and other regional services.
- **Regulatory and Legislative Environment:** Core utility services operate within strictly regulated environments subject to legislative changes. For example, federal liquid waste regulations were recently updated to require enhanced treatment throughout Canada, necessitating major upgrades at several Metro Vancouver wastewater treatment plants.
- **System Stewardship:** Critical water and liquid waste infrastructure must be sufficiently maintained to meet current service needs and be resilient to impacts from natural disasters.
- **Environmental Protection and Climate Change:** Climate change is already affecting our region, and Metro Vancouver is ensuring the effective delivery of services even in the face of extreme weather events, droughts and rising sea levels.

In 2019, the average household will pay \$534 for all regional services, up \$28 from the previous year. The five-year financial plan anticipates a cumulative average household increase of \$216 over the five-year period, with the cost to the typical household rising by about \$43 per year.

These increases are driven by necessary upgrades to the region's utilities or major capital projects that are vital to make our infrastructure more resilient to climate change and natural hazards, to accommodate future population growth, and to meet federal requirements for mandatory secondary wastewater treatment.

Specific details pertaining to the Electoral Area A budget can be found in the November issues of the Director's Update. <http://mariaharris.ca/assets/Reports/2018/EAA-Directors-Update-Nov-2018.pdf>

Stanley Park Water Supply Tunnel

To meet the growing demand for drinking water in the region, Metro Vancouver is planning to construct a major water infrastructure project, called the Stanley Park Water Supply Tunnel, in Stanley Park.

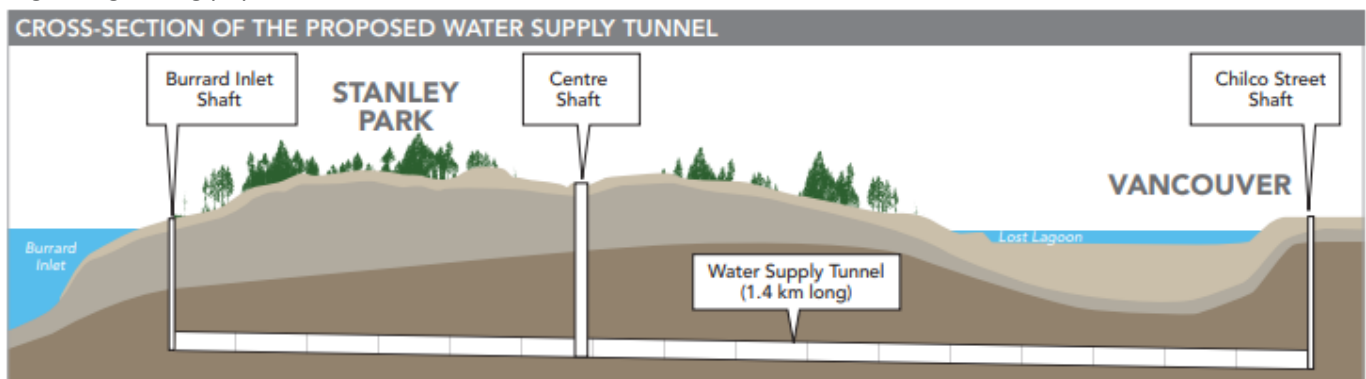
The Stanley Park Water Supply Tunnel is being constructed to serve the western portions of the region, including the Cities of Vancouver, Richmond and Delta, as well as Tsawwassen First Nation, UBC and the UEL. The new water supply tunnel will replace an existing water main built in the 1930s that's nearing the end of its service life.

Metro Vancouver is planning to tunnel deep underground to build a new water main and will also be constructing two valve chambers. The valve chambers will house underground pipes and valves to control the flow of water through the mains in the area and will connect the new infrastructure to the regional water distribution system.

To excavate the proposed tunnel, install the water main and build the valve chambers, three shafts will be constructed in Stanley Park. At all three shaft sites, the construction areas will be restored to equal or better condition.

Metro Vancouver staff have worked closely with the Vancouver Park Board and the Musqueam, Squamish and Tsleil-Waututh First Nations. Consultation with stakeholders and the general public on the project began in September 2017.

The project is now in the planning and design stage, with construction expected to begin in 2021 and lasting through 2025. When complete, the new tunnel will meet current seismic standards, help ensure the continued reliable delivery of clean, safe drinking water to the region, and increase the capacity of the existing system for the region's growing population.



Iona Wastewater Treatment Plant

The Iona Island Wastewater Treatment Plant provides liquid waste treatment for communities in the Vancouver Sewerage Area, including Vancouver, Burnaby, Richmond, UBC, UEL, Squamish Nation & Musqueam Indian Band.

Driven largely by recently-updated federal requirements for secondary liquid waste treatment, a new plant will be built to replace the existing primary level treatment plant in Richmond, BC. It will be located on the site of the existing wastewater treatment plant on Iona Island.

Metro Vancouver wants to ensure the new wastewater treatment plant makes a positive contribution to the health and well-being of people and the environment. The new plant will be designed to:

- improve the level of treatment to protect water quality and the marine environment
- withstand an earthquake and sea level rise
- integrate with Iona Beach Regional Park and the surrounding environment
- minimize odours
- recover sustainable energy from wastewater

Metro Vancouver will work closely with stakeholders and First Nations to ensure the project considers their interests and fits with the community. Metro Vancouver will:

- meet with stakeholders and First Nations to listen to their interests and priorities
- collaborate with interested stakeholders and First Nations on how the plant is integrated with Iona Beach Regional Park and the surrounding environment
- collaborate with interested stakeholders and First Nations on resource recovery opportunities
- provide information in a timely manner
- take feedback to the project team and report back on how it has been addressed
- establish a single point of contact the community can reach to discuss the project

The project is in the planning phase until December 31, 2019. The new plant will be designed and constructed between 2020 and 2030, and will be in operation by December 31, 2030.

Think Thrice before throwing out your clothes

Metro Vancouver has launched a new waste reduction campaign, Think Thrice About Your Clothes, in an effort to curb the staggering amount of clothing thrown out across the region.

Last year, Metro Vancouver residents threw out more than 44 million pounds of textiles, equivalent to the weight of 44 t-shirts per person. As consumers, we buy three times more clothing than we did in the 1980s yet we keep them for less time. According to a recent study from the UK, the majority of clothing purchases were worn just seven times.

While a large portion of unwanted clothing is donated, much of it still ends up in the garbage. In Metro Vancouver, textiles is one of the fastest-growing waste categories, accounting for five percent of total garbage produced in the region annually.

The campaign offers three ways to help residents avoid clothing waste: reduce, repair, and re-use:

- Reduce: Tips for identifying quality clothes when making a new or second-hand purchase.
- Repair: Care tips to prolong the lifespan of clothes, and DIY repairs & alterations that residents can do at home.
- Re-use: Clear up confusion around where and how to donate unwanted items.

A new Metro Vancouver website offers nine DIY repair and alteration 'How To' videos, a stain removal guide, and a handy infographic explaining what happens to donated clothes.

<http://clothesarentgarbage.ca>

<https://vimeo.com/289567631>



Mayor's Council on Transportation

At its February 15, 2019 meeting, the Mayors' Council on Transportation endorsed a SkyTrain Millennium Line extension from Arbutus Street to UBC as the technology basis to advance to the next stage of project development for Rail to UBC, including development of alternative concept designs and preliminary business case inputs.

The 99 B-Line route on the Broadway Corridor is the busiest bus route in Canada and the United States, moving 60,000 transit customers every day on articulated buses that run every three minutes in peak times. Even with buses running this frequently, it is also the region's most overcrowded bus route.

In 2014, after 6 years of study, the Mayors' Council 10-year Vision recommended moving forward with the Broadway Subway Project from VCC-Clark to Arbutus.

The preferred concept design will carry forward into the business case and procurement readiness program, which will need to be funded through a future investment plan. Phase Two of the 10-Year Vision includes \$3 million in funding for pre-business case development for rapid transit to UBC, which is critical to designing the optimal project that can be the basis for the region to secure funding commitments and move to procurement readiness.

Next steps in this project development process include:

- Assessing vertical and horizontal alignment options
- Preparing detailed concept designs
- Public and stakeholder engagement
- Coordination with land use planning at Jericho Lands and UBC
- Beginning discussions related to financial and/or in-kind contributions and agreements from senior governments, UBC, developers along the proposed corridor and the City of Vancouver. Ongoing coordination with partners – including City of Vancouver, First Nations (including the MST Development Corporation), UBC, UEL, and others – related to land use policy and supportive policy agreements
- Considering potential land value capture opportunities and contributions along the corridor as potential funding sources

Engagement with regional decision makers, First Nations (including the MST Development Corporation), other stakeholders, and the public is anticipated to begin in early-mid 2019.

Events

Night Quest

Saturday March 23, 2019, 7:00 PM PDT - 9:30 PM PDT

Pacific Spirit Regional Park

Nature at night is a magical experience. Wander 2 km of lantern-lit trails and meet squirrels, skunks and salamanders who will delight you with stories of nature at night. Allow 1.5 hours to complete. All ages. FREE

Bring a flashlight or lantern, and a mug for the cash-only concession. Trails are stroller accessible. Please leave pets at home. Meet at the park centre on 16th Ave., 400 m west of Blanca St. Presented with Pacific Spirit Park Society.

Winter Watershed Snowshoe Tours

Tuesday March 16 & Tuesday March 23

Mount Seymour

Explore the connection between snow and your drinking water. Learn about your water supply in a fun and active way while discovering alpine plants and animals. After a moderately strenuous snowshoe, warm up with a cup of hot cocoa. Ages 16+. Must be physically capable of hiking up and down steep sections with snowshoes.

\$18 with own snowshoes; \$25 includes snowshoes rental

ELECTORAL AREA A Director's Update

From Mike Feeley, Director, Electoral Area A

MARCH
2019

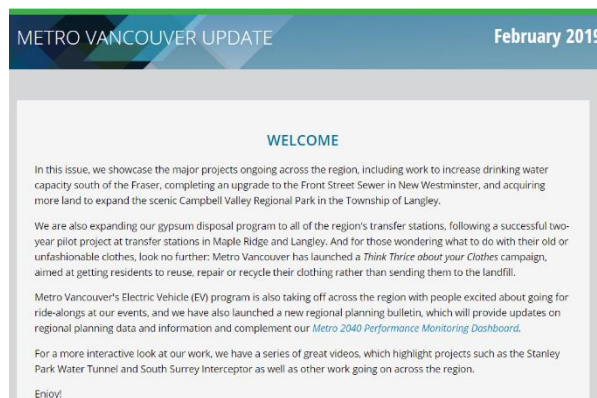
Media



Metro Vancouver Close Up shows how municipalities and community groups are promoting sustainability and shared regional goals. New videos are posted each month. To see sustainability stories about Metro Vancouver, you can search “Metro Vancouver Close Up” at metrovancover.org or follow metrovancoverblog.org.

For More Metro Vancouver News and Updates

<http://www.metrovancover.org/metroudate/>



Links & Connections

Metro Vancouver

www.metrovancover.org

Mayors' Council on Regional Transportation

www.translink.ca/en/About-Us/Governance-and-Board/Mayors-Council.aspx

Union of BC Municipalities

www.ubcm.ca

University Neighbourhoods Association

www.myuna.ca

University Endowment Lands Administration

www.universityendowmentlands.gov.bc.ca

UEL Community Advisory Council

www.uelcommunity.com

Metro Vancouver Media Releases

www.metrovancover.org/media-room

Metro Vancouver Videos

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EXECUTIVE DIRECTOR

My focus has been on the bylaw process: public consultation and the preparation for the Special general meeting, year end finance completion, outsourcing payroll, staff meetings to discuss the updated Employee Handbook, and related HR issues as well as external meetings.

External meetings

Childcare Coordination Committee

This committee is comprised of UBC and UNA staff for the purpose of sharing and coordinating information on child care at UBC for faculty, staff and residents. The new daycare that will be built adjacent to the Wesbrook Community Centre is currently on track to open in 2020. We are monitoring the before and after school care program that we piloted in collaboration with the YMCA Kids Club. Demand is growing and we anticipate both locations will be full next fall.

Stadium Neighbourhood Design Guidelines Workshop - February 26

This workshop was well attended by various community members and resident members of the Stadium Project Advisory Committee. The activities relating to the Stadium development are reported on the project website. The next project Advisory meeting is on April 30th.

UNA Bylaw Public Forum – March 12

A panel of the Bylaw Working Group members answered questions from the attendees. The forum was moderated by Hailey Graham who moderated the all candidate meetings last fall. A summary of the meeting is included in the public consultation report along with the results of the online survey.

Great Dane Coffee Shop – Chancellor neighbourhood

I met with the proprietor who showed me the patio area where they would like to offer beer and wine to their guests. It appears to be very similar to the concept at Bean Around the World in Hawthorn which has worked well. They will be applying for a permit and public consultation will be part of that process.



HUMAN RESOURCES

UNA Staff Engagement Survey

This represents another first for the UNA. Staff had the opportunity to complete a confidential survey. The results will be debriefed initially with staff in April and then for the Board in the open session likely in May. This will be done annually and is an excellent benchmark to measure how management and the organization are doing in terms of staffing. The transparency of the report is a critical aspect. The process gives us invaluable information from staff and helps us develop priorities to address concerns and act on good ideas.

Staff professional development

We have retained an HR consulting firm to work with us to create a professional development policy and program to ensure our staff have the training they need to not only do their current jobs, but also grow their careers. Initially all the job descriptions will be updated, and a program put in place for regular reviews. This reflects standard HR best practice and is important for the UNA's and staff's success. An updated market salary review will also be conducted to develop a compensation policy for all staff.

The goal of this foundational work is to have a mechanism to keep our HR policies and practices current and relevant.

RECREATION

The Move UBC campaign, a campus wide initiative to decrease sedentary behavior and increase physical activity, ended in February. The UNA hosted five events that were successful in meeting the campaign goals and engaging our residents with some valuable movement initiatives. In total, over 120 people participated in the five UNA events.

Spring program registration has already eclipsed the total revenue number for all of Spring 2018. Classes start April 1st.

11 Spring Break Camps operated out of Wesbrook Community Centre. Two of them were internally led, and the others involved partnerships with UBC and local and provincial sport organizations.

In total, over 70 campers participated in the UNA camps.



We are hiring two summer students with funding from Canada Summer Jobs. Students will join us to help facilitate our summer camps programs as well as to plan and develop our annual Barn Raising Celebration (September 7th).

Due to the success of our Seniors Passport to Wellbeing program, the funding for this program has been extended. Guided by participation data, and participant qualitative feedback, we have dedicated the remainder of our granted resources toward increasing opportunities for accessible physical activity, and educational opportunities. Over the next two months, we will continue to offer exceptionally low barrier programming for older adults within our community, including an extremely popular Functional Fitness course developed by our very own Kerri Blackburn (Fitness Centre Attendant and Trainer).

This March we carried out our first ever collaboration and program with the BC Wheel Chair Basketball Society (BCWBS), a local not-for-profit. With great support from BCWBS we were able to deliver a single day series of Wheel Chair Basketball Clinics to children, and youth in our community. This very inclusive sport offers great insight on what true inclusion within sport looks like. Given the early success of this collaboration, we will look for future opportunities to work together.

Following a review of the costs and attendance levels of the drop- in yoga model we are discontinuing that model and returning to a registration model that is the same as our other programs. A limited drop-in option will exist, as long as there is a threshold registration for the class has been met. We understand this will have an impact on some participants, however, we did not have sufficient participants to make the model fiscally sustainable.

Finally, we have begun our initial implementation training with Perfectmind. This operating system will replace the Activenet operating system we implemented in 2014. It will be more cost effective to operate and much easier to use for residents and staff alike.

OPERATIONS

Perfect Mind Migration and Training

- Kick start of PerfectMind training with staff.
- Great feedback from staff and good buy in.
- Training and implementation will take place over the summer with a full launch in the fall.

Pruning Project around the UNA neighbourhoods

- Project began in mid-February and is expected to be completed by the end of March.
- This project covers all five UNA neighborhoods.
- This is year one of an on-going, multi year pruning project.



- The objective is to create a financially sustainable, on-going pruning service for all UNA neighbourhoods.

Parking Renewal for 2019/2020 Season

- Early renewal process began on March 1st, 2019.
- 2018/2019 Parking Permits will expire on March 31, 2019
- As part of the communication strategy, multiple email renewal reminders were sent to all active UNA Parking Permit holders. Renewal reminders were also forwarded to UNA strata chairs and communicated through the UNA e-blast since late February.
- This year's updates are:
 - Move Parking Service Desk to Wesbrook Community Centre
 - Extending Parking Service hours from 9am to 6pm, to Monday to Friday
- General feedback from residents is positive as it is more convenient with the extension of service hours

COMMUNICATIONS REPORT

Bylaw Review Open Forum and Survey Results

The Bylaw Review Open Forum took place in March 12, 6:30-8:30 p.m. at the Old Barn Community Centre and the Bylaw Review Survey was closed last March 14. In total, we received 641 responses. Results were compiled and are attached separately. The top comments were summarized and included in the package.

Staff Social Events Committee

As part of continuing efforts to strengthen internal relations and communications, we've established a staff committee for social events. The committee is headed by the Internal Communications Specialist and will be in charge of organizing quarterly birthday celebrations and two annual staff events.

Business Process Specialist Coop Student Recruitment

We are currently recruiting a summer co-op student to help us further streamline and, if possible, digitize some UNA processes (including issuing of the UNA Access Card, Membership, Parking and other transactions). We've had a lot of interest from UBC Sauder School of Business students and are now in the process of shortlisting candidates.

Communications Support for Projects

Communications has been involved in supporting various other projects including:

- Conceptualizing a community engagement booth at UBC's Storm The Wall
- Designing and creating community garden signs



- Creating marketing materials for a joint car share survey with UBC students, Campus and Community Planning and Modo

Redesigned *Program Guide* and Program Promotions

The UNA *Program Guide* redesign project was concluded and launched in the Spring/Summer 2019 issue.

The *Program Guide* was redesigned from ground up. The new layout sits on a grid system that allows for a structured, yet flexible design. The team endeavored to design a Guide that visually communicated the values that the UNA recreation aspired to – inclusive, community-oriented, sustainable. To reinforce the branding, we came up with templates, for everything from cover to ads, and created character and paragraph styles in a type hierarchy designed to guide the eye to the most important details on the page.

Brochures, rack cards and post cards have also been created in the same branding – soon signs for the fitness centre will be created as well.

A lot of thought, time and detail-oriented work went into the redesign, but a lot of room was built-in for flexibility and variation as our programming evolves with our community.

UNA BYLAW REVIEW SURVEY RESULTS

INTRODUCTION

The University Neighbourhoods Association (UNA) Board of Directors sought feedback on UNA Bylaw change recommendations put forward by the Bylaw Review Working Group. The Working Group reviewed the *2017 Draft Bylaws* that were put before the 2017 UNA Annual General Meeting (held in January 2018) but not passed by the members of the UNA at the time. These bylaws will be voted on by UNA members at a Special General Meeting in June or September at the latest.

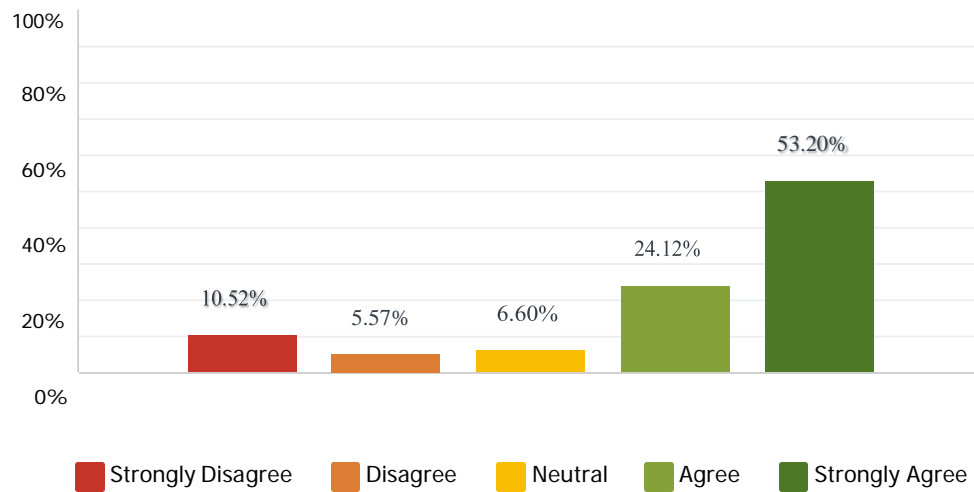
In the interest of collecting candid responses, the survey was done anonymously and, therefore, did not collect IP addresses. It did not require log-in information and, to accommodate households that share computers/devices, we allowed for the survey to be taken multiple times from the same device. The purpose of the survey was to collect feedback from as many residents as possible to help inform the work of the Working Group and the Board on the key changes proposed for the UNA bylaws.

The survey was sent to all UNA residents and not just members since the results of this survey, ultimately, will guide bylaw changes that affect everyone living in the UNA neighbourhoods regardless of membership in the UNA. Respondents were made aware that while the UNA Board is soliciting feedback from all UNA residents, only UNA members are eligible to vote at UNA general meetings. The next phase of this initiative will include information on UNA membership to encourage residents to participate in the society and exercise their right as residents to vote.

PART 1: BOARD COMPOSITION

1.1. Recommendation: That all directors must be elected UNA members.

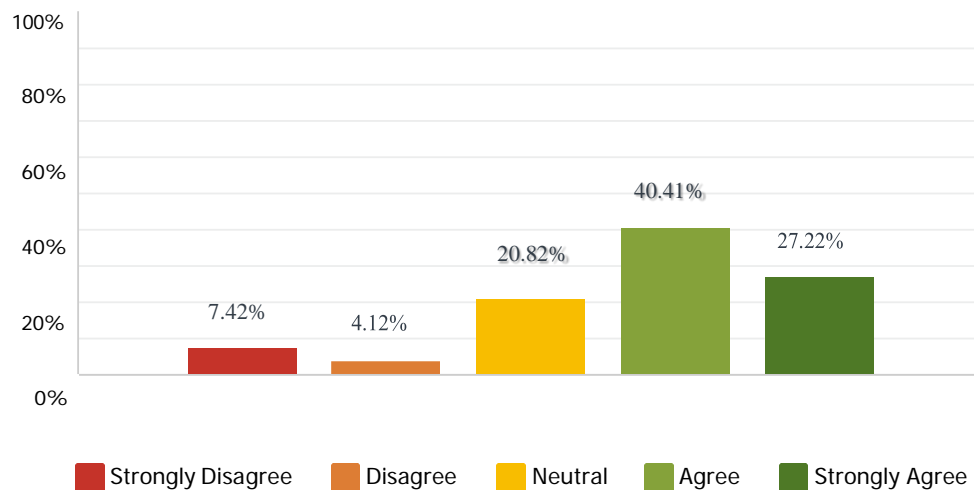
Answered: 485 Skipped: 156



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
10.52%	5.57%	6.60%	24.12%	53.20%	485	4.04
51	27	32	117	258		

1.2. Recommendation: That the number of directors who sit on the Board be increased to six, provided that the Board may increase the number to seven and, provided further, that once increased to seven, the Board may not subsequently reduce that number.

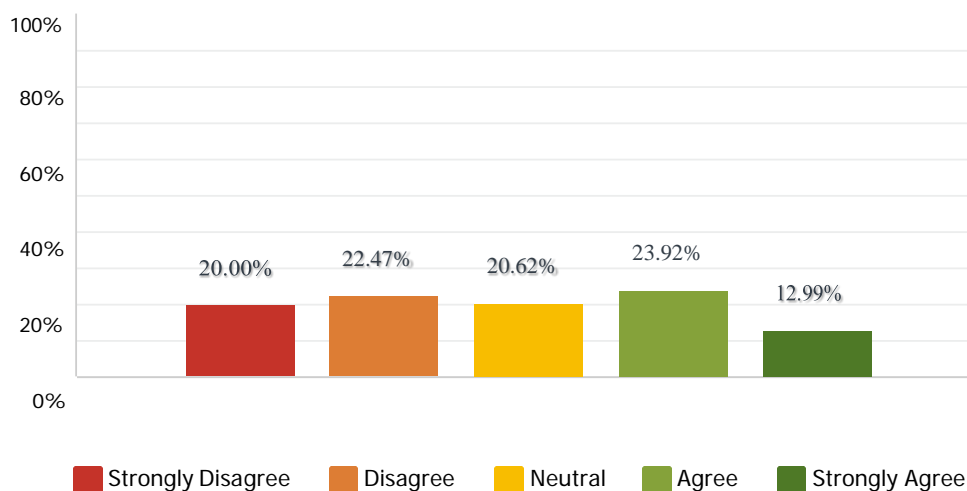
Answered: 485 Skipped: 156



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
7.42%	4.12%	20.82%	40.41%	27.22%	485	3.76
36	20	101	196	132		

1.3. Recommendation: That the provision limiting the number of directors from any neighbourhood to three be removed.

Answered: 485 Skipped: 156



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
20.00%	22.47%	20.62%	23.92%	12.99%	485	2.87
97	109	100	116	63		

1.4. Comments Summary for Part 1 (Optional)

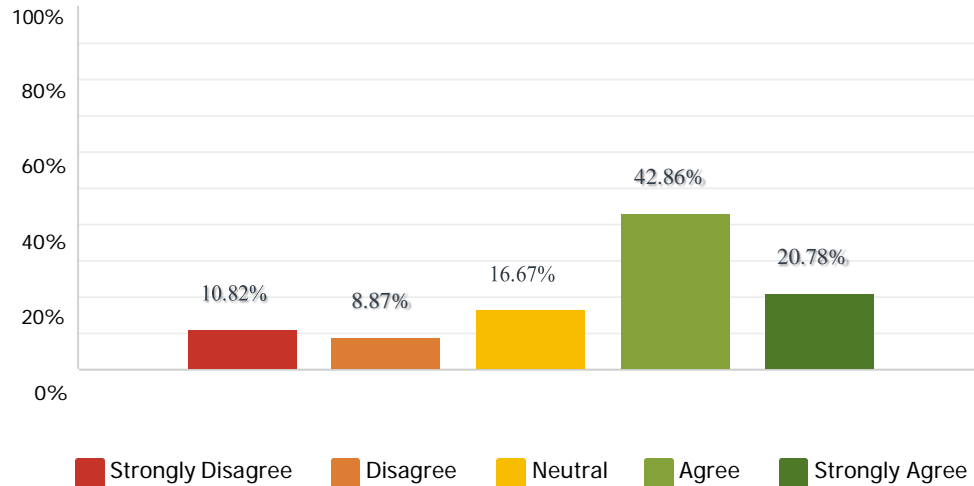
Answered: 78 | Skipped: 563

- Representation from all neighbourhoods is important. Board members who do not live in a certain neighbourhood cannot fully represent that neighbourhood because each neighbourhood can have different priorities and characteristics. Allowing the potential for one group or one neighbourhood to control all the decision-making is not a good idea. (33 comments)
- The AMS must have membership on the Board because many students live in UNA neighbourhoods. (8 comments)
- Keep UBC-appointed Board Members because we have a relationship with UBC that we must maintain and we receive benefits from UBC. (8 comments)

PART 2: UBC OBSERVERS

2.1. Recommendation: That UBC will have the right to appoint two representatives, to be called “observers,” to attend Board meetings, including closed and in-camera meetings. That the observers will have the right to participate in Board discussions, except any discussion for which the meeting chair decides otherwise. That the Board may, by resolution, exclude the observers from attending any portion of a closed or in-camera meeting that involves consideration of a matter for which UBC may be adverse in interest to the UNA.

Answered: 462 Skipped: 179



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
10.82%	8.87%	16.67%	42.86%	20.78%	462	3.54
50	41	77	198	96		

2.2. Comments Summary for Part 2 (Optional)

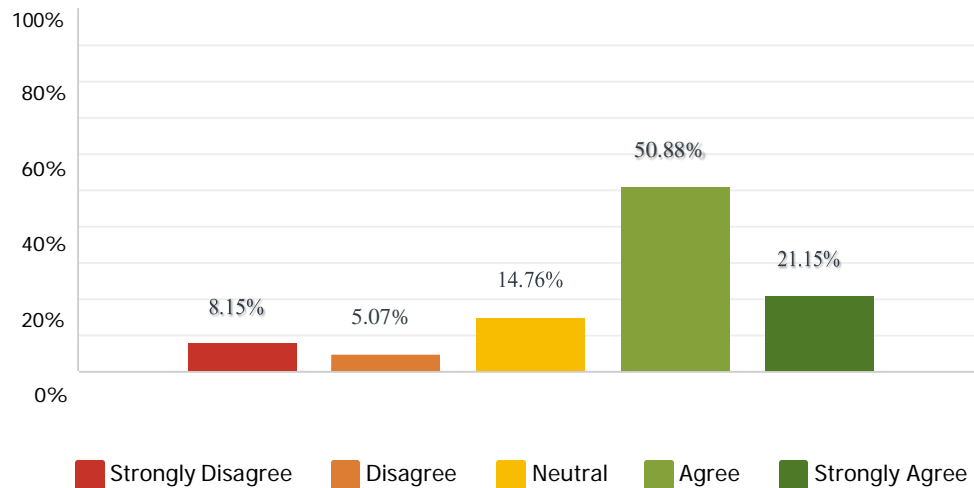
Answered: 53 | Skipped: 588

- The current structure is effective and should not be changed. (15 comments)
- The change is not a good arrangement and is too complicated. (5 comments)
- The Board should create an AMS/student observer position to replace the AMS director. (4 comments)

PART 3: TERM OF OFFICE OF DIRECTORS

3.1. Recommendation: That the UNA increase the length of a term of a director from two years to three years, and reduce the maximum number of consecutive terms from three to two.

Answered: 454 Skipped: 187



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
8.15%	5.07%	14.76%	50.88%	21.15%	454	3.72
37	23	67	231	96		

3.2. Comments Summary for Part 3 (Optional)

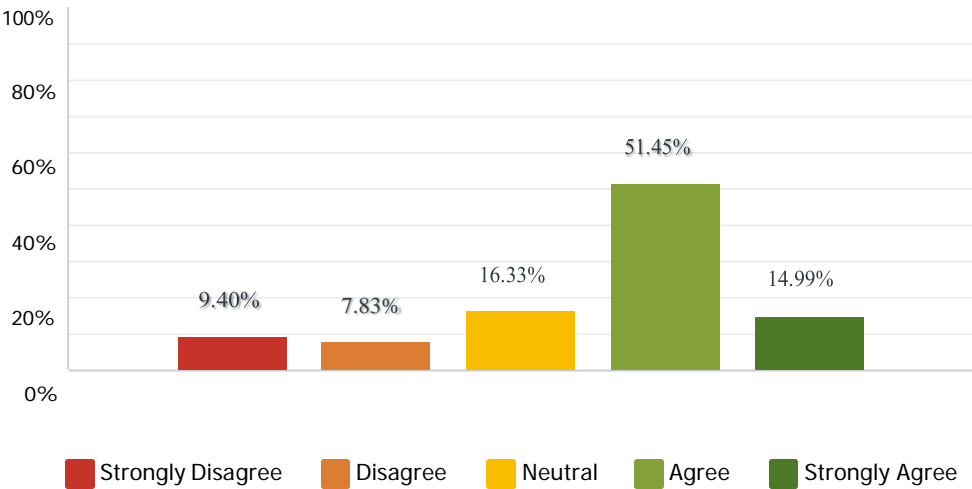
Answered: 27 | Skipped: 614

- People need as many opportunities as possible to exercise their right to choose a different direction for the Board. Shorter terms allow members to re-elect effective directors and to remove ineffective ones. (5 comments)
- Agree with longer terms to facilitate continuity and better engagement with community. (3 comments)
- In favour of the length of terms, but there should be no term limits. (3 comments)

PART 4: ADDITIONAL TERM TO FILL VACANCIES

4.1. Recommendation: That in the event there are too few candidates running for the office of director, to fill all the vacancies in any election year, incumbent directors who have served the maximum number of terms may stand for re-election.

Answered: 447 Skipped: 194

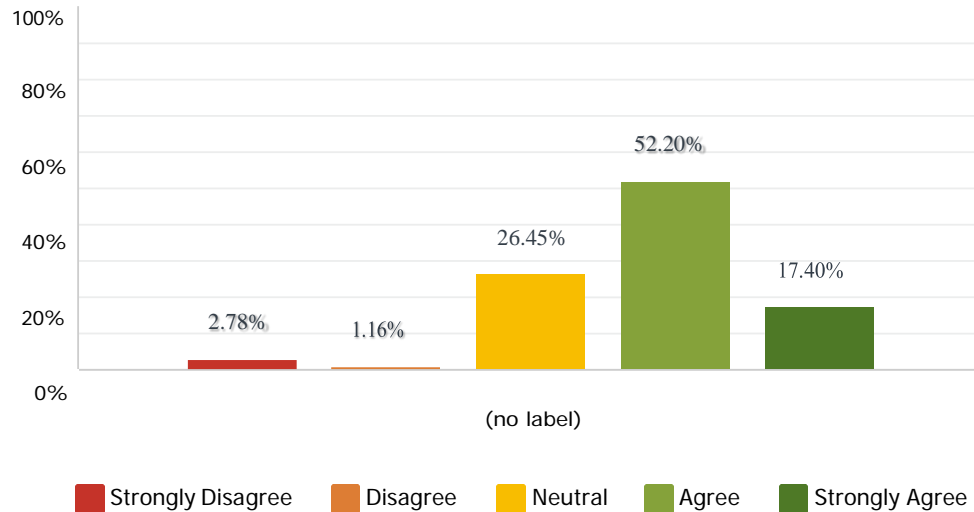


STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
9.40%	7.83%	16.33%	51.45%	14.99%		
42	35	73	230	67	447	3.55

PART 5: TIMING OF AGM AND ELECTIONS

5.1. Recommendation: That the AGM shall be held within six months of the UNA's year-end, that is, not later than September 30, on a date to be determined by the Board.

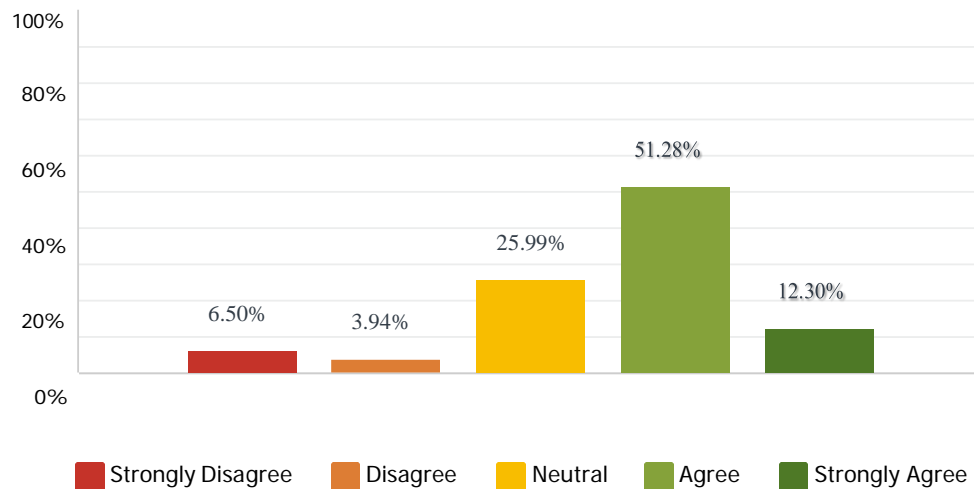
Answered: 431 Skipped: 210



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
2.78%	1.16%	26.45%	52.20%	17.40%	431	3.80
12	5	114	225	75		

5.2. Recommendation: That subject to the transition's provisions, elections for all six (or seven) directors shall be held every three years commencing 2021 and shall be concluded no later than November 30 of the election year.

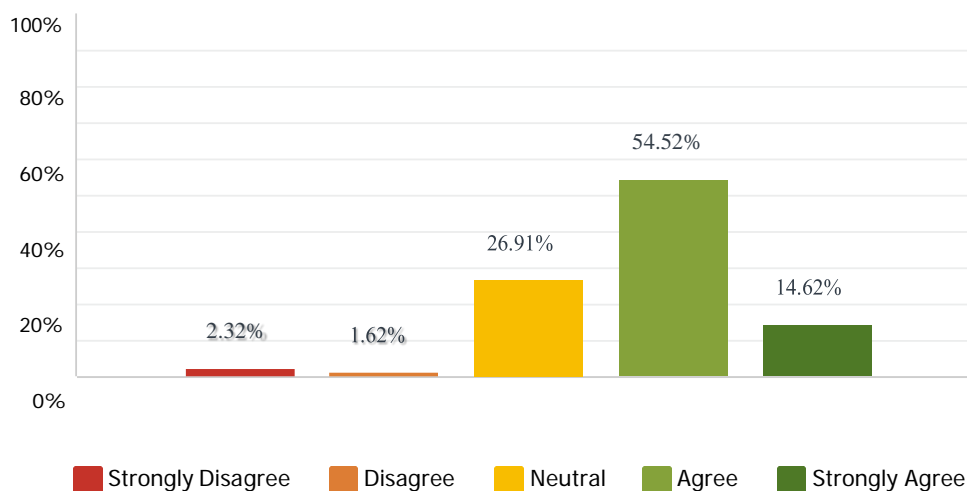
Answered: 431 Skipped: 210



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
6.50%	3.94%	25.99%	51.28%	12.30%	431	3.59
28	17	112	221	53		

5.3. Recommendation: That the election in an election year shall be held after the AGM and shall be concluded no later than November 30 of that year.

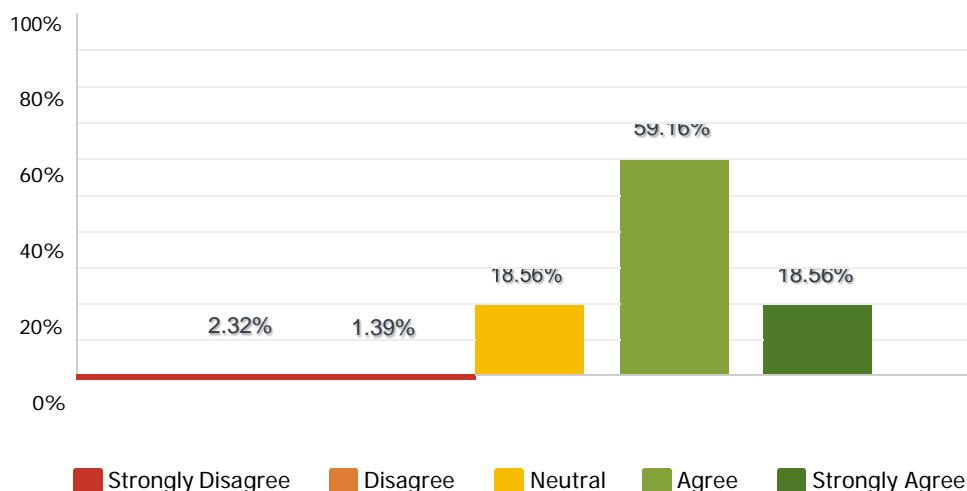
Answered: 431 Skipped: 210



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
2.32%	1.62%	26.91%	54.52%	14.62%	431	3.77
10	7	116	235	63		

5.4. Recommendation: That the terms of the elected directors commence at the beginning of the first Board meeting following the election.

Answered: 431 Skipped: 210



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
2.32%	1.39%	18.56%	59.16%	18.56%	431	3.90
10	6	80	255	80		

5.5. Comments Summary for Part 5 (Optional)

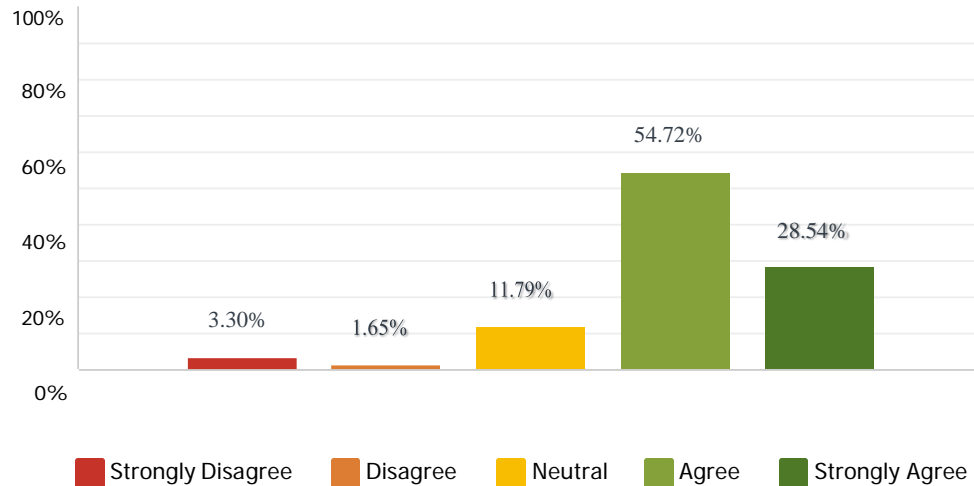
Answered: 35 | Skipped: 606

- Elections should be staggered to facilitate work continuity. (15 comments)

PART 6: QUORUM FOR BOARD MEETING

6.1. Recommendation: That the quorum to transact business at a Board meeting shall be a majority of directors then in office.

Answered: 424 Skipped: 217



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
3.30%	1.65%	11.79%	54.72%	28.54%		
14	7	50	232	121	424	4.04

6.2. Comments Summary for Part 6 (Optional)

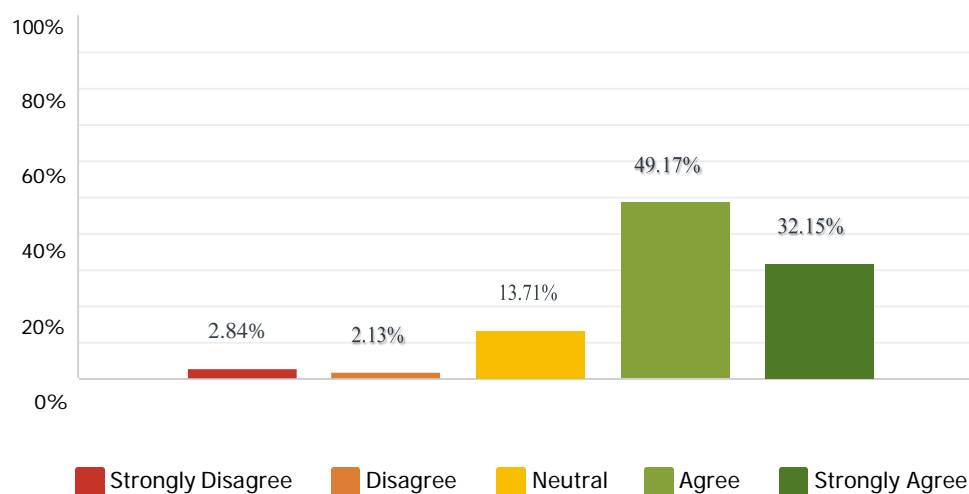
Answered: 10 | Skipped: 631

- There should be a provision for online attendance at board meetings that counts towards the quorum. (2 comments)
- Directors should not be allowed to miss a certain number of meetings, otherwise, their position should be vacated. (2 comments)

PART 7: MEMBERSHIP IN THE UNA

7.1. Recommendation: The Bylaw Review Working Group is of the view that the current requirements for being a member of the UNA – namely that the person be a minimum of 18 years of age and a resident of a University Neighbourhood – are appropriate. However, the Working Group is also of the view that the UNA has an obligation to more effectively communicate to residents how one becomes a UNA member and the rights that are thereby acquired.

Answered: 423 Skipped: 218



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
2.84%	2.13%	13.71%	49.17%	32.15%	423	4.06
12	9	58	208	136		

7.2. Comments Summary for Part 7 (Optional)

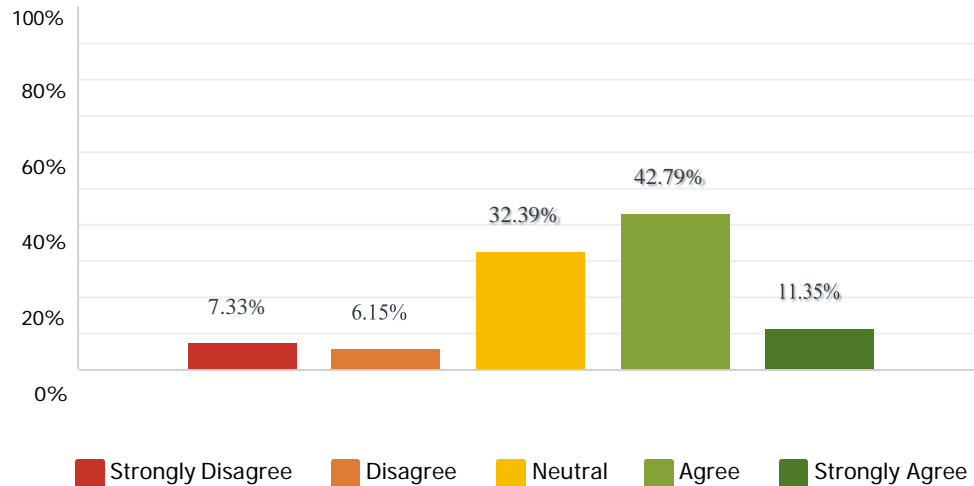
Answered: 33 | Skipped: 608

- Members should be Canadian citizens in order to vote. (7 comments)
- Please communicate more information about UNA membership. (4 comments)

PART 8: DIRECTOR STIPEND

8.1. Recommendation: The Bylaw Review Working Group is of the view that bylaw 6.13 of the 2017 Draft Bylaws is appropriate.

Answered: 423 Skipped: 218



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
7.33%	6.15%	32.39%	42.79%	11.35%	423	3.45
31	26	137	181	48		

8.2. Comments Summary for Part 8 (Optional)

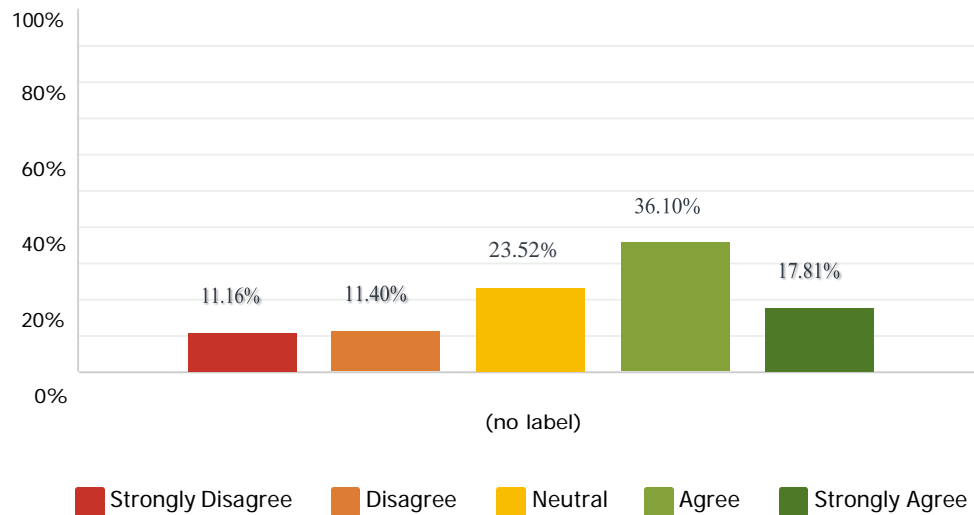
Answered: 44 | Skipped: 597

- Directors are volunteers and should not be paid or have a stipend. (13 comments)
- Please provide more context. Unclear on what the workload is like. (10 comments)
- The stipend amount indicated is too high. (6 comments)
- The stipend amount indicated is too low. (4 comments)

PART 9: EXPULSION OF MEMBERS

9.1. Recommendation: That the UNA remove the provision that permits the expulsion of members.

Answered: 421 Skipped: 220



STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
11.16%	11.40%	23.52%	36.10%	17.81%	421	3.38
47	48	99	152	75		

9.2. Comments Summary for Part 9 (Optional)

Answered: 37 | Skipped: 604

- More information and context is needed regarding grounds for expulsion, precedent and enforcement. (15 comments)
- There should be provisions for expulsion, just in case it's needed. (6 comments)
- There should be provisions to expel a board of director who abuses the position. (2 comments)



UNA BYLAW REVIEW OPEN FORUM SUMMARY

Date and Time: March 12, 2019, 6:30-8:30 p.m.

Location: Old Barn Community Centre

PANELISTS

- Bylaw Review Working Group
 - Terry Mullen (Chair, Bylaw Review Working Group)
 - Bill Holmes
 - Mike Feeley
 - Laura Cottle (UNA, Elected Director)
 - Ying Zhou (UNA, Elected Director)

ATTENDEES

- 15 residents
- John Tompkins (Editor, Campus Resident)

SUMMARY

The UNA Bylaw Working Group's voting members sat as a panel to answer residents' questions on the proposed bylaw changes. A draft of the proposed bylaws and copies of the Bylaw Working Group's recommendations were available to attendees.

The Chair of the Working Group provided the background to the proposed changes and outlined the next steps in the process that will culminate in a vote at a Special General Meeting to be held in the spring or fall. In parallel to the bylaw review process, changes to the Neighbours' Agreement 2015 will be negotiated by a UNA Negotiating Committee as determined by the UNA Board.

Many questions at the forum focused on how to become a UNA member, the impact on students should the AMS no longer have a representative on the board, the impact on the relationship with UBC should there be no UBC appointed directors and the impact on financial control of the UNA's resources.

COMMENTARY

Students

The AMS represents all students whereas the UNA represents those persons who reside in the UNA neighbourhoods. The University has had a good relationship with the AMS as well as with



residents, including students, and that will continue. The UNA is committed to developing mechanisms for students to engage with the UNA and to have a voice.

Limitation of Three Directors Per Neighbourhood

The rationale for removing this limitation is that the UNA does not need a ward system. All directors are elected to govern on behalf of the entire community. The Working Group did not see this as an issue.

Municipality Status

Jim Taylor canvassed the possibility of the UNA becoming a municipality in 2012 and concluded it was not possible. Nothing has materially changed since that time.

The partnership between the UNA and UBC has been both positive and effective. What has changed is a growing desire on the part of many residents to have democratically elected directors.

Relationship with UBC

UBC's support for the concept of observer status instead of UBC appointed directors was conveyed following questions with concerns about any impact this change may have on the good relationship between the UNA and UBC going forward. The concerns raised were centred on the current good working relationship, the value and expertise the UBC-appointed directors bring to the board, and the mechanism their role provides to have the UNA's voice heard. There was a concern whether not having UBC appointed directors might increase UBC's risk which would impact the UNA.

These concerns will be addressed as part of the Neighbours' Agreement 2015 negotiations. The relationship between the UNA and UBC is built on trust; it has evolved from a wholly appointed board initially to elected residents in 2008 and this step is part of the evolution of the UNA. All parties acknowledge the expertise and value the UBC appointees bring to the board. The purpose of the observer role is to continue that while giving residents a fully-elected board.

Financial Implications

The UNA budget is submitted to the UBC Board of Governors for information under the present arrangement. That will change with UBC appointed directors no longer having a vote. It will be addressed through Neighbours' Agreement negotiations. UBC has an obligation to monitor how funds are spent due to its obligations under the leases. This is a legal obligation to ensure that monies are expended as agreed. This is dependent on the relationship of trust that exists between the UNA and UBC. Maintaining that trust will be a key focus of the *Neighbours' Agreement* negotiations.

Year-end Timing

A suggestion was made to change the timing of the UNA year-end. Currently, it coincides with UBC's year-end. Changing that might complicate matters but could be investigated.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

BOARD OF DIRECTORS MEETING

April 2nd, 2019

UNA Bylaw Review Open Forum

FOLLOW UP ACTIONS

The UNA has made communicating its role and the benefits of membership to residents a priority and is taking steps to do that.

An information package will be sent to residents as part of the Special General Meeting notice that will also include information on the public consultation along with all required information under the Societies Act and current bylaws.



Background

Phase two of the UNA bylaw review resulted in recommendations by the UNA Bylaw Working Group to the UNA Board that were adopted in February 2019. Public consultation on these recommendations was conducted in March, with a report submitted to the Board for consideration on the April meeting agenda. The next phase of the committee work will align recommended changes with changes to the Neighbours' Agreement 2015.

Purpose

The UNA Bylaw Working Group-Phase 3 is a subcommittee under the UNA Board of Directors. The purpose of this phase of the Committee is to provide advice and recommendations to the UNA Negotiating Committee and the UNA Board as requested regarding the Neighbours' Agreement 2015 changes.

Composition

The UNA Bylaw Working Group - Phase Three includes:

- Terry Mullen - UNA elected resident director
- Laura Cottle - UNA elected resident director
- Ying Zhou – UNA elected resident director and Board chair
- Bill Holmes - UNA resident at large
- Mike Feeley - UNA resident at large

Non-voting members:

- Carole Jolly - UBC appointed director
- Michal Jaworski - UBC legal counsel representative
- Johanne Blenkin - UNA Executive Director

Chair

The Working Group will be chaired by Terry Mullen, UNA Director

Scope of Working Group - Phase Three

The Working Group will provide advice and suggestions to the UNA Negotiating Committee as requested by the UNA Negotiating Committee and the UNA Board if required. They will take the public consultation survey and forum results along with any advice by the UNA's legal counsel into consideration as part of this process.



Terms of Reference

Procedures

The UNA Negotiating Committee will consult with the Working Group as requested by the UNA Board on the changes to the Neighbours' Agreement 2015 consequent on bylaw changes.

Meeting Schedule

To be set by the Working Group in discussion with the UNA Negotiating Committee.

Confidential Information

The Working Group may be involved in discussions of sensitive areas or confidential topics. Members will uphold confidentiality as required and may not disclose information without agreement of the Working Group and the UNA Board.

DRAFT



Background

Phase two of the UNA bylaw review resulted in recommendations by the UNA Bylaw Working Group to the UNA Board that were adopted in February, 2019. Public consultation on these recommendations was conducted in March. The Board passed the following motion:

Motion: That the UNA Chair, two other directors and the Executive Director, in close consultation with the Bylaw Working Group and UNA's legal counsel, begin negotiations with UBC on amendments to the Neighbours' Agreement, 2015, that are necessary to bring the agreement into conformity with the proposed amended bylaws and to address UBC's concerns regarding no longer being able to appoint directors to the UNA Board, and to bring the negotiated terms to the UNA Board for ratification or amendment as soon as is practicable. *Carried.*

Purpose

The UNA Negotiating Committee is a subcommittee under the UNA Board of Directors. The purpose of this Committee is to negotiate changes to the Neighbours' Agreement 2015 with UBC, taking into account the advice of the UNA Bylaw Working Group, Phase 3 and the results of the consultation with the AMS, as well as the broader public consultation. The Negotiating Committee will submit recommendations to the UNA Board for decision.

Composition

The UNA Negotiating Committee is comprised of:

- Ying Zhou – UNA elected resident director and Board chair
- Two UNA elected directors
- Johanne Blenkin – UNA Executive Director, staff

Chair

The UNA Negotiating Committee will be chaired by Ying Zhou, UNA Board Chair.

Scope of UNA Negotiating Committee

The Negotiating Committee will be responsible for negotiating amendments to the Neighbours' Agreement 2015 to ensure the UNA Bylaws are in alignment with the Agreement. They will take the public consultation survey and forum results along with any advice by the UNA's legal counsel and recommendations of the Bylaw Working Group, Phase 3, into consideration as part of this process.



Procedures

The UNA Negotiating Committee will consult with the Bylaw Working Group, Phase 3, on the changes to the Neighbours' Agreement 2015, as requested by the UNA Board.

Meeting Schedule

To be determined by the Committee, coordinated with UBC staff and legal counsel, and UNA legal counsel as required.

Confidential Information

The Negotiating Group will be involved in discussions of sensitive areas or confidential topics. Members will uphold confidentiality as required and may not disclose information without agreement of UBC and the UNA Board.

DRAFT



SPECIAL GENERAL MEETING TIMELINE

Background

The notice provisions under the UNA bylaws stipulate 21 days' notice for a Special General Meeting (SGM). While the bylaws state that notice given by mail is deemed to have been given on the second day following the date of posting, our experience is that the mail at UBC can be unreliable. We will allow a few extra days.

The package that is mailed out must contain the notice, the special resolution to be voted on, a proxy form, and information on the date, place, time. Previously we have translated some of the information. The actual text of the bylaws will be on the website. Staff recommendation is to include a guide to the bylaw changes in the package as was done for the AGM held in January 2018. That document will require a review by our legal counsel to ensure the general explanation is accurate.

The timeline to produce all the materials, have them signed off on by the board, translated and printed is a minimum of 21 days before mailout. Proofs must be reviewed carefully. That is a very aggressive timeline, and one we don't recommend, since if any changes are required there is no room for adjustment. We recommend a 24-day production period. We will have close to 5,000 packages to mail to members.

It would also be prudent to liaise with John Tompkins to ensure as much information as possible is published in the Campus Resident. People seek information in a variety of formats and venues, and we are committed to accommodating information preferences to the extent we can.

The UBC Neighbourhood Liaison Committee (Liaison Committee) meets in May at a date to be determined. The proposed Neighbours' Agreement 2015 amendments will be discussed at that meeting. The Liaison Committee recommendations on the Neighbours' Agreement 2015 proposed changes will then go to the UBC Board of Governors for decision at their meeting on June 13.

Special General Meeting Date Options

There are three options for the SGM: June, July or September. Elections for the new Board under the new bylaws will take place in November.

June SGM

If the SGM is in June, the 26th or 27th (Wednesday or Thursday) is the safest timeline. The notice package would be mailed on June 2nd or 3rd. It would have to specify that the meeting was subject to the Board of Governors approval of the Neighbours' Agreement 2015 amendments. The materials for the SGM would have to be ready for Board approval prior to the Liaison Committee meeting and subject to any changes arising out of the Liaison Committee.



This timing has risks attached. It assumes agreement which might have an adverse impact on the relationship of mutual trust and respect that UBC and the UNA enjoy.

July SGM

The timelines are more manageable for a July meeting. If the notice were given after the June Board of Governors meeting on the 13th, the SGM could take place the week of July 8th at the earliest. The week of the 15th would be more conservative. A draft of the materials could be prepared in advance following the Liaison Committee meeting and adjusted after the June 13th Board of Governors meeting if necessary. The AGM could then be held in late September with elections in November.

September SGM

There are no timing issues. We would hold the AGM in October then elections in November. It is workable.

The advantage with both July and September is that the SGM notice and materials would not be subject to the Board of Governors approval as that decision would have been made. The disadvantage is the timing of the meetings – vacation in the summer, then back to back SGM, AGM and elections if in September. Staff can work with all three options.

Note: AGM materials can be sent via email to members according to the terms of the proposed bylaws. As a result, the fall AGM will not have the same time constraints the SGM does since the current bylaws require printed material be mailed. Sending materials via email and posting on the website will also reduce costs considerably.



1. Committee Purpose:

To represent community interests in providing advice to the Board of Directors on matters related to improve the engagement of University Neighbourhoods residents at both the community and civic levels.

The Committee is to assist the Board in identifying and implementing initiatives that will improve the levels and effectiveness of resident participation in both community life and governance, with a view to contributing to the quality of life in the University Neighbourhoods.

2. Committee Mandate:

The Committee's mandate is:

2.1. To provide the Board of Directors with advice and assistance on matters relating to:

- Mechanisms to improve civic and community engagement in the University Neighbourhoods, with a view to improving participation in addressing neighbourhood issues, improving the understanding of the structure and limitations of the UNA's governance mandate; and,
- encouraging residents of the University Neighbourhoods with the appropriate skills to get involved in Community Advisory Committees and Working Groups.

2.2. To work with the Board and staff to advise and assist with:

- The recruitment and organization of residents with the appropriate expertise who are interested in participating in Community Advisory Committees and Working Groups to address specific challenges facing the UNA Board;
- Finding ways to improve community engagement between the Board and University Neighbourhoods residents;
- Finding ways to improve the level of civic engagement of residents in the governance of their community;
- Finding ways to encourage and improve the levels of resident participation in community life;
- The delivery of specific programs, including assistance with organizing Working Groups of volunteers who are interested in participating in the delivery of programs to University Neighbourhoods.

3. Committee Composition and Skills Requirements:

3.1. Composition and Size:

- The Committee will be comprised of four Resident Members. Priority will be given to Resident Members who have experience and qualifications related to one or more of the "Skill Requirements" outlined below.



Terms of Reference

- The Committee will also include one Board Director to act as Chair and one additional Board Member. A staff liaison person and a recording secretary will be appointed to act as staff support.
- The Committee may invite staff from UBC to participate in the meetings on an as required basis.
- This is a volunteer Committee that will serve without compensation.

3.2 Skill Requirements:

The UNA is seeking residents with interests specific to community development, engagement and consultation, including:

- Recruiting and organizing UNA residents with appropriate experience who are interested in participating in UNA community advisory committees and working groups;
- Designing and delivering inclusive community engagement and consultation programs;
- Promoting sustainable decisions by recognizing the needs and interests of all community members, including decision makers.
- Finding ways to improving UNA residents' level of civic engagement and involvement in community life
- Working with boards and administrations in improving their effectiveness in dealing with community engagement and consultation processes.

4. **Chair and Vice-Chair:**

4.1. Chair:

- The Chair will be a member of the Board of Directors. The Chair's primary duties are to provide direction to and assist the Committee in achieving its Mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
- The Committee Chair will be appointed by the Board for a two-year term, which may be decreased or extended at the discretion of the Board.

The Chair shall not have a vote, and in the case of an equality of votes, the resolution will be deemed to have lost on a tie vote and will be reported as such in the minutes of the meeting.

4.2. Vice-Chair

- The Vice-Chair will be elected by the Committee from the Committee membership and may vote.
- The Vice-Chair will be elected annually, and their terms may be extended at the discretion of the Committee.

5. **Length of Term and Timing of Appointments:**

5.1. Timing:



5.1.1. Advisory Committees: Appointments to Committees will be made on an annual basis at a consistent, pre-determined time to be set by the Board. Given that Committee positions need to be advertised, and members selected by the Board, it is more efficient for both the Board and for those individuals interested in joining a Committee if the application timeframes are predictable.

5.1.2. Working Groups: These groups are created on an ad hoc basis when needed. The Board will determine at the time they are created whether or not to advertise for members on an ad hoc basis or wait for the annual recruitment process.

5.2. Length of Term:

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

5.2.2. Working Groups: The term of these groups is established at the time of their creation. It may be a set time, or the working group may be terminated upon the completion of a specific task. On a complex issue requiring research or some community consultation, the Working Group will be requested to provide a work program to the Board for its approval. The Work Program will set out the proposed timeframe and any budget requirements.

6. Meeting Procedures:

6.1. Meeting Location:

Meeting locations are determined by the Chair and Executive Director, but will typically be held within the University Neighbourhoods, at a Community Centre.

6.2. Meeting Schedule:

6.2.1. Community Advisory Committees: Meetings will be regularly scheduled as determined by the Committee.

6.2.2. Working Groups: Meetings will be scheduled by the Chair to meet the timelines and requirements of the specific Working Group terms of reference set by the UNA Board.

6.3. Chair and Vice-Chair:

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

6.4. Agendas and Minutes:

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

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



6.5. Rules of Procedure:

The Committee will generally conduct its business in accordance with the “Board Procedures Policy” used by the UNA Board of Directors, and in accordance with the UNA Bylaws.

At the same time, the Committee should offer a comfortable forum for University Neighbourhoods residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.

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

6.6. Voting:

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

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

6.7. Quorum:

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

7. Committee Operations:

7.1. Advice to the Board:

- The fundamental role of the Advisory Committee is to provide advice to the Board of Directors on matters that the Board has referred to the Committee.
- The committee may bring to the Board’s attention emerging issues or concerns it has identified that is within its mandate and seek the Board’s approval to review and recommend action on those issues.
- The committee does not make decisions on behalf of the UNA Board; it does decide on the advice they are prepared to recommend to the Board.
- A key role of the Chair is to ensure that the Committee’s advice is taken forward to the Board, and to report back to the Committee on any action taken by the Board on its recommendations.
- The Chair will rely on the recording secretary assigned to the Committee to prepare the draft minutes for its review; staff will then put the draft minutes on the agenda of the next, upcoming Board meeting for discussion.

7.2. Staff Support:

7.2.1. Administrative:

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



7.2.2. Staff Liaison and Professional / Technical Support:

- A staff member will be assigned to each Committee to act as a liaison between the Committee and the Administration and provide technical support.
- Staff will be available to the Committee to provide advice and information for their respective Departments. However, the Committee must not delegate work assignments to the staff. Any work assigned to staff in support of studies or activities must be approved by the Board.

If the Committee does not feel the work is sufficient to warrant a request to the Board, the request should be raised with the Executive Director.

7.3. Appointment and Removal of Committee Members:

Committee Members are appointed by the UNA Board of Directors and may be removed at the discretion of the Board.

7.4. Community Consultation and Engagement:

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

The Committee represents an opportunity to help make the community aware of what the Board is working on, and what the issues are in the community. The UNA will seek ways of assisting in this “outward communication”, such as through updates on

Committee work on the website and in the newsletter, or through other options that may be identified by the Community Engagement Committee.

7.5. Meetings Open to the Public and In Camera:

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the UNA Board of Directors, as set out in the “Board Procedures Policy”.

Committee meetings should not generally need to go In Camera and should only do so at the direction of the Chair. In Camera meetings are reserved for those matters set out in the Board Procedures Policy.

7.6. Work Programs and Budgets:

Most Committees will not need to be concerned with work programs and budgets. If a Community Advisory Committee or Working Group is requested to undertake a study which involves budget requirements, it will be asked to submit a project work program and budget estimate for approval by the board.

7.7. Orientation and Training:

The UNA, through the Executive Director, will provide an orientation program for newly appointed Committee members. The orientation will include such matters as an explanation and clarification of the Committee’s mandate and requirements, such as those outlined in this term



Terms of Reference

of reference; review the context of the UNA and how it works with UBC; and review the role and mandate of the Board of Directors.

7.8. Amendments to the Terms of Reference:

The Board will be undertaking a periodic review of the terms of reference of its committees and may adjust the terms of reference of a committee as part of that review or at other times as appropriate. Committee Member input will be sought at that time.

In addition, the Board is open to receiving suggestions to improve the terms of reference of committees from its members on an ongoing basis

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