



*The meeting will take place in the Multipurpose Room at the Wesbrook Community Centre, at 5pm.*

**1. CALL TO ORDER**

**2. AGENDA AND MINUTES**

- Approval of Agenda.
- Approval of November 13th Minutes.

**3. MATTERS ARISING FROM MINUTES**

**4. REPORTS – For Information**

- Electoral Area A Report– Received
- Campus & Community Planning – Celene Fung
- Executive Director’s Report – J. Blenkin (verbal update)

**5. NEW BUSINESS**

- Timelines and Meeting schedule for 2019.

**6. OLD BUSINESS**

- Finalize Strategic Plan – J. Blenkin
- UNA Bylaw Committees – Backgrounder, L. Cottle – For Information
- Process for bylaw review – Chair

***To facilitate discussion on the bylaws issue, the Chair will propose the following motion:***

**Moved:** that the Board approve the Terms of Reference for the UNA Bylaw Working Group 2018 – Phase 2 (“ToR”), attached hereto, and that the Group use its best efforts to report to the January, 2019 meeting of the Board, such report to include its recommendations in regard to the matters described in the Scope of the ToR, the rationale for those recommendations, and consequential amendments arising from those recommendations.

**7. ADJOURNMENT**

*A closed session and an In Camera meeting will follow.*



**PRESENT:**

Ying Zhou – Chair  
Laura Cottle – Secretary  
Terry Mullen  
Nataliya Jatskevich

Cristina Ilitchi  
Tor Album  
Matthew Delumpa

**REGRETS:**

Carole Jolly

**STAFF PRESENT:**

Johanne Blenkin – Executive Director  
Beanie Bains – Finance Manager  
Wegland Sit – Operations Manager

Andrew Clements – Recreation Manager  
Glenda Ollero – Communications Manager

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**1. CALL TO ORDER**

The meeting was called to order at: 5:05 pm.

**2. AGENDA & MINUTES**

**Motion** to approve the November 13th Agenda. *Carried.*

**Motion** to approve October 29th Minutes. *Carried.*

**3. MATTERS ARISING FROM THE MINUTES**

None

**4. NEW BUSINESS**

Election of Board Officers – Chair, Treasurer, Secretary:

The following directors were elected by acclamation:

Chair - Terry Mullen

Matthew Delumpa - Treasurer

Laura Cottle - Secretary

Next Board meeting date: December 4<sup>th</sup>, 2018. *Date confirmed.*

There was a discussion about whether to defer the UNA Quarterly meeting scheduled for Dec 3<sup>rd</sup>, until after the next UNA Board meeting.

**Motion:** Adjourn the UNA/UBC Quarterly meeting scheduled for Dec 3<sup>rd</sup> to a date to be determined in consultation with UBC. *Carried.*



UBC Neighbourhoods Liaison Committee Update:

Directors Zhou and Mullen gave a brief update advising that an E-brief would be forthcoming from the Committee.

Appointment of new Finance and Audit Committee:

**Motion:** to appoint Matthew Delumpa, Tor Album, Terry Mullen, Ying Zhou , Nataliya Jatskevich to the Finance and Audit Committee. **Carried.**

**5. OLD BUSINESS**

None.

**6. ADJOURNMENT**

Meeting adjourned at 5:35pm

*A closed session followed.*

## My Upcoming Meetings

### Mayors' Council on Regional Transportation

Thursday, November 15, 2018



Metro Vancouver Board and Committee Agendas & Minutes

<http://www.metrovancouver.org/boards/search/>

## Director's Farewell

Having served as Director for Metro Vancouver's Electoral Area A for the past 10 years, I decided with great difficulty and reluctance not to seek re-election. The time has come for new blood and for me to move on to new ventures. It has been a great privilege to serve the UBC neighbourhoods, the UEL, and the rest of Electoral Area A. I have particularly enjoyed meeting and working with many wonderful people during my tenure as Director.

My ability to serve the community has been supported by excellent staff and by the efforts and talent of Bill Holmes, the Electoral Area Alternate Director. Bill gave generously of his time which, along with his background in government and tax law, his enthusiasm, analytical ability, and eye for detail, helped to make our community and our region a better place.

Being a member of the regional government has been a rewarding and enjoyable experience. It has given me an opportunity to participate in deliberations and decisions that preserve and enhance the livability of our region. The quality of life we enjoy is attributable to a great extent to the services provided by Metro Vancouver: high-quality drinking water; the removal and treatment of solid and liquid waste; regulation of air quality; and many other services that do not receive much publicity.

I am especially proud of having sought and obtained full representation for the Electoral Area on the Mayors' Council on Regional Transportation, the political decision-making body for TransLink. The Electoral Area Director is now at the table, as an equal participant with all the mayors. This enabled me to take part in the development of the regional transportation vision and its implementation, which will produce major improvements in our transit system, including a subway along Broadway to Arbutus and in excess of 900,000 additional bus service hours over the next three years – the equivalent of all of Victoria's bus service being added in the Metro Vancouver region.

I have attached high priority to keeping Electoral Area residents and organizations informed of Metro Vancouver and Mayors' Council developments. To this end, I was instrumental in implementing this Director's Update. I hope that my reports have given residents a better understanding of some of the important matters for which Metro Vancouver and the Mayors' Council are responsible.

Commencing November 16, Justin LeBlanc will be the Electoral Area Director. I wish him every success in this role. Justin is currently considering candidates interested in serving as the Alternate Director for Electoral Area A. Please contact him directly by e-mail at [justinleblanc@gmail.com](mailto:justinleblanc@gmail.com), or by phone at 604-221-1080, if you are interested in this position.

**Electoral Area Financial Information****Metro Vancouver Property Tax**

At its October 26th meeting, the Metro Vancouver Board approved the 2019 Budget for each Metro Vancouver entity and endorsed the 2019-2023 Financial Plans. The Regional District budget includes a page showing details of the revenues and expenditures for the Electoral Area. The revenues include the Electoral Area requisition. This is the amount to be collected next year from property owners in the Electoral Area to fund Electoral Area services.

The Electoral Area requisition has decreased by 4.2% from the previous year, a decrease of approximately \$15,900. The decrease is because of a decision, initiated by me, that the Electoral Area expenses not include a \$30,000 contribution towards the cost of the 2022 Electoral Area Director election. Since no election was required this year, most of the money accumulated to fund the election is available to fund the next election.

One of the line items on the tax bill of UEL and UBC property owners is "A METRO VANCOUVER." This line item shows property tax levied by Metro Vancouver for both Electoral Area A services and regional services. Approximately half of the tax is for each category of services. The tax payable by each property owner for 2019 is expected to be about the same as for 2018, and may even decrease slightly.

For further information on the Metro Vancouver portion of your property tax bill, see my [June Update](http://www.mariaharris.ca/assets/Reports/2018/EAA-Directors-Update-Jun-2018.pdf).  
[www.mariaharris.ca/assets/Reports/2018/EAA-Directors-Update-Jun-2018.pdf](http://www.mariaharris.ca/assets/Reports/2018/EAA-Directors-Update-Jun-2018.pdf)

**Reserves**

Metro Vancouver maintains a large number of financial reserves. Each reserve is for a particular purpose, with some purposes being more specific than others. There are three categories of reserves:

<b>Operating reserves</b>	Provide financial security against an unforeseen financial loss, such as a revenue shortfall or unexpected expenditures.
<b>Discretionary reserves</b>	Established by the Metro Vancouver Board to meet known or anticipated future financial obligations.
<b>Statutory reserves</b>	Required by legislation, a Board bylaw, or an arrangement with another level of government or entity.

The reserves maintained for the Electoral Area and their projected balances at the end of 2018 are as follows:

<b>Operating reserve</b>	\$20,837
<b>Discretionary reserve</b>	
Electoral Area General Reserve	\$1,462,140
<b>Statutory reserves</b>	
Community Works Reserve	\$532,632
Electoral Area Election, Projects and Initiatives Reserve	\$30,000

The formal name for the last reserve is the “Electoral Area Election, Projects and Initiatives Reserve.” It was established by a bylaw enacted at the October 26 Metro Vancouver Board meeting. The money in the reserve, and interest on it, may be used only to fund costs associated with Electoral Area elections, by-elections, projects and initiatives. Contributions will be made to this reserve as determined by the Board.

The balance in the discretionary reserve has been built up from past budget surpluses and interest thereon. The 2019 work plan includes working with the Electoral Area A Committee to develop a plan for the use of this reserve.

### Reducing Development Cost Charges for Student Housing

Metro Vancouver applies Development Cost Charges (DCCs) to new developments to pay for expansion-related sanitary sewer works such as additional trunk lines, pump stations, and wastewater treatment plant upgrades. These fees are calculated based on the type of development and the location.

Post-secondary institutions have expressed concern that DCCs increase the cost of building new student housing, which is generally built as not-for-profit and without the inclusion of land value. Student housing rent is based on a cost recovery model, and lower construction costs can help moderate rents. As a result, eight post-secondary institutions requested that new student housing be eligible for waiver from sewer-related DCCs, and have requested the same from TransLink related to the proposed transit DCC.

More student housing on campus takes pressure off of rental stock in adjacent neighbourhoods and lessens the impact of student transportation on the region's transportation network and the associated greenhouse gas impacts by enabling more students to live on campus. Thus, there is a public benefit to supporting the development of student housing.

At its October 26 meeting, the Metro Vancouver Board passed a bylaw that would reduce sewer-related DCCs for purpose-built student housing by 50 per cent.

## Climate 2050 Strategic Framework

The Metro Vancouver Board recently approved the Climate 2050 Strategic Framework which sets a 30-year vision for Metro Vancouver's climate policies and actions, ensuring our infrastructure, ecosystems and communities are resilient to the impacts of climate change, while pursuing the regional target of 80% reduction in greenhouse gas emissions from 2007 levels by 2050.

Metro Vancouver acknowledges the input and feedback that contributed to the development of the Framework. Input came from a range of organizations and individuals, including other orders of government, First Nations, industry and business associations, academics, Metro Vancouver members and many engaged residents. In particular, youth from across the region continue to provide an inspiring and motivating voice on climate action.

Below is some of the feedback Metro Vancouver received that is reflected in the Framework:

- Strengthen the connection between climate action, affordability, equity, and fairness
- All issue areas to include both GHG reduction and adaptation actions
- Make water a more prominent cross-cutting consideration
- Adjust health to be a stand-alone issue area and include well-being
- Emphasize the value of ecosystem services in climate resilience
- Improve carbon accounting with consumption-based and land-based inventories
- Ensure First Nations involvement in developing actions and priorities
- Continue a Climate 2050 education and engagement process, and ensure the involvement of youth

Next steps include developing Climate 2050 Roadmaps that identify regional and Metro Vancouver corporate goals, strategies, actions, and performance metrics for the ten issue areas described in the Framework: nature and ecosystems, infrastructure, human health and well-being, buildings, transportation, industry, energy, land-use and growth management, agriculture, and waste.

Metro Vancouver looks forward to additional engagement as this initiative continues. Information will be updated as new materials become available. Visit [metrovancover.org/climate2050](https://metrovancover.org/climate2050) for updates.

If you have questions or comments about Climate 2050 please send them to the Project Team at [Climate2050@metrovancover.org](mailto:Climate2050@metrovancover.org)



## UBC Liquor Licence Change

In April 2018, UBC applied to the BC Liquor Control and Licensing Branch (LCLB) to amend its liquor licence for the Doug Mitchell Thunderbird Sports Centre. The three applications sought approval to:

1. Allow site-wide liquor sale and consumption during concerts. At the time of the application, UBC obtained approval for such site-wide liquor consumption by applying on a concert-by-concert basis. This was necessary because the licence contained a condition restricting the area in which liquor service may be provided during concerts.
2. Allow hawkers (i.e. liquor vendors) in all licensed areas.
3. Add the 'green rooms' (where the artists stay during the concerts) to the liquor licence area.

The RCMP and Vancouver Fire and Rescue Services submitted written support for UBC's application for a permanent site-wide licence for concerts.

In August 2018, the LCLB, which took on the role of soliciting public feedback on the applications, placed a sign by the Doug Mitchell Thunderbird Sports Centre and a newspaper ad. Following the feedback period, the LCLB approved applications 1 and 2 above and are still in the process of considering application 3.

## Things to Look for in 2019

### Community Works Fund

In March 2018, the Metro Vancouver Board approved the allocation of the Community Works Fund for two projects within the UBC and UEL communities:

- Pedestrian and cycling improvements to the Wesbrook Mall and University Boulevard intersection, up to \$424,925
- UEL green infrastructure to mitigate storm water impacts from climate change, up to \$138,575

The Community Works Fund derives from the Federal Gas Tax Fund and is provided to local governments on the basis of population. Work on these two projects is expected to advance over the coming months and residents can expect to see progress updates in 2019.

### Cliff Erosion Study

Collaborative efforts involving UBC, the UEL Administration, the Ministry of Transportation and Infrastructure, and Metro Vancouver are ongoing to investigate cliff erosion along Northwest Marine Drive in proximity to Wesbrook Crescent. Studies to better understand the erosion and to plan for mitigation are ongoing. Additional information will be provided to the community following completion of the studies.



# ELECTORAL AREA A Director's Update

NOVEMBER  
2018

From **Maria Harris**, Electoral Area A Director

## 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](http://metrovancover.org) or follow [metrovancoverblog.org](http://metrovancoverblog.org).

## For More Metro Vancouver News and Updates

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



## Links & Connections

### Metro Vancouver

[www.metrovancover.org](http://www.metrovancover.org)

### Maria Harris, Electoral Area A Director

[www.mariaharris.ca](http://www.mariaharris.ca)

### @EADirector\_Twitter

[www.twitter.com/EADirector](http://www.twitter.com/EADirector)

### Mayors' Council on Regional Transportation

[www.translink.ca/en/About-Us/Governance-and-Board/Mayors-Council.aspx](http://www.translink.ca/en/About-Us/Governance-and-Board/Mayors-Council.aspx)

### Union of BC Municipalities

[www.ubcm.ca](http://www.ubcm.ca)

### University Neighbourhoods Association

[www.myuna.ca](http://www.myuna.ca)

### University Endowment Lands Administration

[www.universityendowmentlands.gov.bc.ca](http://www.universityendowmentlands.gov.bc.ca)

### UEL Community Advisory Council

[www.uelcommunity.com](http://www.uelcommunity.com)

### Metro Vancouver Media Releases

[www.metrovancover.org/media-room](http://www.metrovancover.org/media-room)

### Metro Vancouver Videos

[www.metrovancover.org/media-room/video-gallery](http://www.metrovancover.org/media-room/video-gallery)

### @MetroVancouver Twitter

[www.twitter.com/metrovancover](http://www.twitter.com/metrovancover)

### Metro Vancouver Facebook

[www.facebook.com/metrovancover](http://www.facebook.com/metrovancover)



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus + Community Planning

### Memorandum

**From:** Campus and Community Planning  
**Date:** November 26, 2018  
**Subject:** Bi-Monthly Update from Campus and Community Planning

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Below is information on campus events from early November to the end of the year:

### **Film & Events Notification**

December 4<sup>th</sup> to 19<sup>th</sup> – final exams

### **Community Development**

#### **UTown@UBC Brand Survey**

UBC Campus and Community Planning is conducting a review of our community-building brand, UTown@UBC. In the past five years, we have grown and evolved and we want to hear from our community about how we communicate our programs, projects, events, and the work we do to support community building on campus. The online survey took place from Nov. 2-18th and our two community feedback sessions took place on Nov. 21st. The results of the survey and community sessions are now being assessed and will inform recommendations for the UTown@UBC brand and website moving forward. C+CP wishes to thank all those who participated in the review process.

### **Engagement and Consultation**

#### **Stadium Neighbourhood Plan:**

The Stadium Neighbourhood Plan recently concluded the third phase of a four phase process. This phase ran from October 1-23, 2018 and focused on the development of two options for the neighbourhood that evolved through public feedback, stakeholder discussions, technical analysis, and design development. Campus and Community Planning hosted two public open houses, two resident forums and an online survey. A public talk and an interactive workshop were also held. Planning staff also presented and discussed the plan options with faculties, staff, and students at various meetings as well as worked closely with advisory committees.

In total, 437 people participated in the open houses, resident forums, workshop and/or completed the online survey. Feedback was gathered at these events along with comments received at presentations to faculty, students and staff, via written submissions, petitions and at committee meetings. As with all community planning processes across the region, we have heard a broad range of interests and concerns for Stadium Neighbourhood:

- the need for affordable living options for the UBC community;
- the amount and height of proposed housing development;
- the nature of green space;

- how community services like schools, grocery and child care can support growth;
- transportation and parking;
- impacts of construction; and,
- integration of a new Thunderbird Stadium within a livable community.

Based on the analysis and feedback to date, three key areas will be explored further before the plan is finalized: 1) additional opportunities for UBC community housing, beyond the proposed 40% rental and faculty/staff housing; 2) community service levels, including school space, retail including grocery stores, and child care; and 3) further engagement with Musqueam.

The Board of Governors will be provided with a status update on the plan in December through the recently reconvened Housing Action Plan Working Group. The Plan will then be finalized and presented to the Board for approval in 2019, followed by the statutory Public Hearing and subsequent referral to the province for the necessary Land Use Plan amendments.

The Phase 3 Consultation Summary Report is available on the Stadium Neighbourhood website at [stadiumneighbourhood.ubc.ca](http://stadiumneighbourhood.ubc.ca) Please visit the website for information on the process.

For more information, contact Aviva Savelson, Senior Manager, Public Engagement at [aviva.savelson@ubc.ca](mailto:aviva.savelson@ubc.ca) (604) 822-0273 if you have any questions.

### **Bosque Vision and University Boulevard Area Updates:**

The U Boulevard area has seen significant changes over the past 5 years. Over the next few years, UBC is planning to add more student housing, academic facilities, and amenities in this area in support of the Board approved vision for the area.

Phase 1 of public consultation on these plans ran from March 16 to April 8, 2018. A total of 264 members of the community submitted feedback through an online survey, two public open houses and a pop-up information booth. A summary of the public consultation feedback was presented to the UBC Board of Governors in June 2018 as part of the presentations surrounding future student housing and academic facilities in the area.

In June 2018, additional student housing around the Walter Gage residences were given Board 1 approval and in September 2018, a request for Board 1 approval will be submitted for Brock Commons Phase 2. In June 2018, the Arts Student Centre (ASC) was also given Board 1 approval, and the design considerations for this project will include a focus on revitalizing the social and ecological health and experience of the Oak Bosque, in which the new ASC will reside.

Phase 2 of the Public Consultation ran from September 17 to October 5, 2018, and included two public open houses, two pop-up information booths and an online survey. In total 219 members of the UBC community were engaged, including UBC students, faculty, staff and residents. This consultation was an opportunity to provide input on shaping the design vision of the Bosque, an important public space in the centre of campus. We also shared a planning update on the U Boulevard area. Staff are currently analyzing feedback and writing the consultation summary report, which will be available online soon.

Although the official consultation period has ended, Phase 2 consultation materials are still available on our website. If interested, please visit <http://planning.ubc.ca/uboulevard> and if you have any questions, contact Aviva Savelson, Senior Manager, Public Engagement at [aviva.savelson@ubc.ca](mailto:aviva.savelson@ubc.ca) (604) 822-0273.

## **Development Services**

**DP17028 Wesbrook Place Lot 11 Amendments:** C+CP received the following amendment applications for the Georgia Point and Oakwood Residences, a market rental residential high rise and faculty/staff townhouses on Lot 11 in Wesbrook Place.

- **Amendment 1** application for revisions to: the unit mix; parking ratios; indoor/outdoor amenity areas; and additional balconies was received July 4, 2018. This amendment is currently under review by Campus and Community Planning Staff.  
NOV UPDATE: No update.
- **Amendment 3** application for the removal of 4 trees west of the west property line was received August 9, 2018. Staff has been working with the applicant team to find ways to retain these trees.  
NOV UPDATE: DP17028-3 was issued on September 19, 2018 for the removal of one tree and tree protection for the remaining.

### **Updates:**

**UBC Land Use Rules Update:** Amendments to UBC's Residential Environmental Assessment Program (REAP 3.1) have been made by C+CP staff and, as per Policy 92 procedures, are available until the end of the 30-day public comment period, ending July 3, 2018. The reasons for the proposed changes include: alignment with BC Building Code Energy Step Code and UBC Building Permit storm water management requirements; and housekeeping edits. For more information: <https://planning.ubc.ca/vancouver/planning/policies-plans/amendment-residential-environmental-assessment-program-reap-31>

- UPDATE: The 30 day public comment period closed on July 3, 2018. The update will be included for approval in the agenda for the September 27, 2018 Board of Governors meeting.
- NOV UPDATE: On September 27<sup>th</sup>, the Board of Governors approved the Green Building Action Plan (GBAP) for the UBC Vancouver Campus as a framework for action and amendments to the UBC Residential Environmental Assessment Program (REAP 3.1) to achieve improved building sustainability performance.

**DP18028 Wesbrook Place – Lot 4 Faculty/Staff Housing:** An application was received on June 29<sup>th</sup>, 2018 for a 11,332m<sup>2</sup> faculty/staff rental residential project comprising 135 units in two linked 6-storey buildings on Lot 4 in Wesbrook Place. The Open House took place on Tuesday, July 17, 2018 at the Wesbrook Welcome Centre and was followed by a presentation to the Development Permit Board on August 8, 2018 at the Wesbrook Community Centre. For more information: <https://planning.ubc.ca/vancouver/projects-consultations/application/neighbourhood-lands/wesbrook-place-lot-4>

- UPDATE: The project was approved by the Development Permit Board on August 8, 2018. The applicant is currently working to respond to Board commentary into a final plan set.
- NOV UPDATE:
  - DP18028 was issued September 26, 2018
  - DP18028-1 was issued on October 31, 2018. This amendment permits the temporary relocation of trees (10) and lamps posts (3) on the perimeter of the site to protect them during construction activity. All trees will be returned to the site at the end of construction. An additional tree will be permanently removed due to poor condition.

**DP08030-9 Signage and Landscape Amendment TD Bank, Mews, Wesbrook Place:**

DP08030-9 is under review for proposed TD Bank window graphics and details related to landscaping elements (seating). This amendment follows a series of DP amendments for architectural, signage and landscape changes to the storefront that were previously approved.

- UPDATE: Revisions to the proposed window graphics and public realm seating have been requested by staff. Resubmission expected in late September/early October.
- NOV UPDATE: Project has been cancelled by applicant.

**DP 18001 Lot 8 – “Ivy on the Park”:** The proposal is for a 21,765m<sup>2</sup> market residential project with 182 units comprising a 22-storey highrise; 4-storey stacked townhomes; and 2-storey townhomes. The site is located on the northwest corner of Binning Road and Birney Avenue in Wesbrook Place. A Public Open House took place on February 15, 2018 and the project was approved on Wednesday, March 14, 2018. A DP was issued on June 12, 2018. For more information: <https://planning.ubc.ca/vancouver/projects-consultations/application/neighbourhood-lands/wesbrook-place-lot-8>

- UPDATE: An amendment application for architectural, unit mix, landscape, and tree removals in the adjacent greenway to the north was received on July 25, 2018. DP18001-2 is currently under review.
- NOV UPDATE: DP18001-2 was issued Nov 2, 2018

**New Items:**

**DP10001-6 Bioenergy Research Demonstration Project (BRDF) Expansion:** An application was received on October 24, 2018 for a 150m<sup>2</sup> expansion to the existing Bioenergy Research Demonstration Project (BRDF), at 2337 Lower Mall. The proposal includes the addition of hot water boiler capacity to the existing BRDF steam plant and interior and exterior modifications to the existing building. The expanded use of biomass as an energy source shall provide additional heat at a lower cost than natural gas and shall help UBC to diversify its fuel mix, and reduce UBC's carbon tax through lowered Gas House Gas (GHG) emissions. A Public Open House will take place on Wednesday, November 21, 2018 between 4:00-6:00PM on the 2<sup>nd</sup> floor mezzanine of the existing facility at 2337 Lower Mall. Guided tours of the existing BRDF will be available for those in attendance.

For more information: <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/bioenergy-research-and-demonstration-facility-brdf-biomass-expansion>

**DP18004-1 Museum of Anthropology Temporary Access Road:** An application was received on October 24, 2018 for the installation of a temporary access road on the north west side of the Museum of Anthropology, 6393 NW Marine Drive to support upcoming seismic upgrades to the Great Hall. The road will connect to the existing fire lane through the berm, pond, and pebble beach. Yosef Wosk Reflecting Pool will be drained for the duration of construction. The site will be returned to existing condition at the end of the project. For more information on the Great Hall Seismic Upgrades: <http://infrastructuredevelopment.ubc.ca/projects/moa-great-hall-seismic-upgrades/>

**DP18043 BCR Lots 1, 8 and 9 Tree Removals:** An application was received on October 2, 2018 for the removal of 159 trees over 15dbh on the vacant BCR Lots 1, 8, and 9 in Wesbrook Place to facilitate construction staging, laydown, and parking for the Wall, Polygon and UBC Properties Trust development sites in Wesbrook Place. Several western red cedar trees will be salvaged by the Departments of Architecture and Landscape Architecture for a student led project on Campus. C+CP is working with the applicant to identify the immediate needs of the construction sites in Wesbrook Place in order to maximize tree retention in the area.

## **Pre-Application:**

**Institute for Accelerator-based Medical Isotopes (IAMI) at TRIUMF:** C+CP anticipates the submission of a DP application for the IAMI facility at TRIUMF.

A Public Open House will be held in the TRIUMF lobby and has been tentatively set for the Week of December 10<sup>th</sup>. Stay tuned to our C+CP webpage for further updates on this

project. <https://planning.ubc.ca/vancouver/projects-consultations/current-applications>

DP18037T– An application was received in October for a temporary laydown and staging area for the IAMI project above. Staff is currently working with the applicants to identify a viable area for use as a construction staging area to support the IAMI project. Several options are being considered adjacent to the IAMI development site.

**MacInnes Field Public Realm Plan:** C+CP anticipates the submission of a DP application for the MacInnes Field Public Realm design on November 13, 2018. The Public Open House will be held on November 27 from 11am to 1PM in the Lobby of the Alumni Centre. Stay tuned to our C+CP webpage for further updates on this project. <https://planning.ubc.ca/vancouver/projects-consultations/current-applications>



*Below is an outline of the key dates for financial reporting, operational commitments, Board meetings and the AGM.*

**Recommendation:**

Schedule the Board meetings on the third Tuesday of every month between September and June. If no items require a decision in any given month, cancel the meeting in advance.

**KEY TIMELINES:**

**FINANCIAL REPORTS:**

**Quarterly reports** to Finance and Audit Committee, then to the Board. The reports are ready about three weeks after the end of each quarter.

*April to June – ready in late July*

*July to Sept – ready in late October*

*Oct to Dec – ready in late January*

*Jan to March – ready in late April*

**Audited Financial Statements** – These are reviewed by the Finance and Audit Committee with the auditors prior to submission to the Board. Approval is targeted to take place by the end of June.

**AGM** – ideally this would be held as close to the release of the audited financial statements as possible. If longer than 6 months after year end technically we are required to provide interim audited statements. This adds cost that it is recommended to avoid. If it is separated from the director elections, the end of June would be optimal, if not, then September.

**Annual report** – report on fiscal year ready by end of June. Must be ready for the AGM as close to year end as possible.

**OPERATIONS:**

Annual staff work plan, i.e. The work entailed to achieve the agreed upon goals, as outlined in the Strategic Plan – to Board for information in November.

Budget – draft Nov/Dec, Board final approval in January, public online consultation, to UBC by mid- February.

Community Advisory Committees (“CAC’s”) – These Committees will be phased in over time as determined by the Board and available resources. The recommendation that the Committees





meet with the Board once per year can be addressed as they become operational. To be effective advisory committees, their reports ought to be aligned with the Board meeting schedule.

### **BOARD MEETINGS:**

The current bylaws require at least 6 meetings per year. Historically the Board has been meeting approximately 10 times per year. The creation of Community Advisory Committees (“CAC”) raises a question of whether the same schedule is the most optimal if the CAC recommendations are to be aligned with the Board work.

Each Community Advisory Committee will be chaired by a director and require staff support. In addition to board meetings, directors attend external meetings – the UBC/UNA Quarterly meetings, and the Chair plus one director attend the UBC Neighbourhood Liaison Committee meetings.

The Executive Director attends all of the above meetings, with the exception of the “CAC” meetings where a senior staff member will be assigned as a resource to each committee. The Executive Director is responsible for ensuring the meetings are organized, and meeting packages circulated in advance; in addition to drafting briefing notes or providing external reports where appropriate, to ensure the board has the information it needs to make decisions.

The move to quarterly financial reports makes the second Tuesday date less effective as a Board meeting date. Financial reports will always be out of date. Holding the meetings on the third Tuesday of the month facilitates timelier financial reporting.

**Recommendation:** For the fiscal year 2018/19 retain monthly board meetings on the third Tuesday of every month between September and June. Meetings can be cancelled if there are insufficient items requiring a decision as long as this is communicated well in advance.

### **BOARD COMMITTEES:**

**Finance and Audit Committee:** Meet end of July, Oct, Jan, April plus one additional meeting for the budget.

**Note:** May need a meeting to review the audit to report to the Board in June. Could replace the July meeting with a June meeting – Finance Committee to review this and work out a schedule that meets the needs of the Committee.

### **EXTERNAL MEETINGS:**

UBC/UNA Quarterly meetings – set in advance for the year.



UNIVERSITY  
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ASSOCIATION

## BOARD OF DIRECTORS MEETING

December 4<sup>th</sup>, 2018

### KEY DATES – FOR DISCUSSION

UBC Neighbourhoods Liaison Committee - Meets twice a year, more if required. Next meeting – April, 2019.

#### **TERM LIMITED COMMITTEES AND WORKING GROUPS:**

These are set by the board as needed and have fixed timelines. An example is the Bylaw review process.

Special General Meeting re Bylaws – Spring 2019 – date TBD

# STRATEGIC PLAN

This is the UNA's first Strategic Plan, developed by the Board and senior management over a number of months. The size of the community and the complexity of the issues facing it require a new approach to address them. This is a practical plan, rooted in concrete actions that will be developed annually as mechanisms to meet the goals defined below. There is no shortage of good ideas or initiatives that would benefit the community as a whole. Every municipal-like entity whether it is a not-for-profit, a municipal council, or a regional district, is facing difficult decisions to ensure limited resources are appropriately allocated. This is a critical step for the UNA as it evolves to meet community needs.

The four strategic directions are listed below with goals under each heading. They are not listed in any priority order as all four areas will be addressed over the next three years. The strategies will inform the actions taken to achieve the goals. Each year, as part of the planning and budget process, an annual work plan will be developed in parallel with the budget process to ensure that resources are allocated to priorities and any new initiatives or projects are appropriately resourced. Community and stakeholder engagement is a key element.

## A. 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:** Review decision-making mechanisms of the UNA to ensure they meet the needs of a growing community.

### Goals:

- 1 Review the bylaws and constitution
- 2 Review the Board's and director's roles and responsibilities within the context of the UNA's municipal-like mandate
- 3 Articulate and clarify the relationship between the UNA, UBC and UBC Properties Trust, and explore opportunities to enhance and strengthen the relationship

## B. 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 will be financially sustainable over the long term.

### Goals:

- 1 Determine core service levels and costs to maintain those services and align budget allocation to those benchmarks
- 2 Review the reserves policy in partnership with UBC
- 3 Continue to explore financial models with the University Neighbourhoods Liaison Committee

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## C. 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 will have the administrative resources and processes in place to deliver mandated services and support the work of the Board.

### Goals:

- 1 Develop a professional development and compensation policy
- 2 Create and implement metrics to measure service delivery
- 3 Develop a robust IT platform that supports internal and external information exchange
- 4 Align operations and allocation of resources with strategic priorities

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## D. 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:

- 1 Develop more robust engagement tools to assess community needs
- 2 Create feedback tools for residents and other stakeholders
- 3 Adapt and implement the Advisory Committee report in phases starting with the Community Engagement Advisory Committee
- 4 Develop the Terms of Reference for the UBC/UNA quarterly meetings and create fixed agenda items

# UNA Bylaw Committees – Backgrounder

## Summary of 2+ years of UNA Board work on Bylaws

Prepared by Laura Cottle

### I. History: July 2016 to Jan. 2018

#### Initial phases of Bylaw Committees to work on Bylaw changes

#### FIRST GO AT BYLAWS

**Dec.15 2015** – Governance Standing Committee (no longer exists) discussing the idea of an Advisory Committee to oversee the reviewing and re-writing of the UNA Constitution & Bylaws to be in compliance with the New BC Societies Act.

- Appears that ToR were requested of staff by Governance SC

**Winter/Spring 2016 - Borins & Company contracted** by to conduct review of Association's Constitution & Bylaws in regards to the transition to the new Societies Act. Scope of review:

- \* Comply with provisions of new Societies Act
- \* Improve internal consistency and clarify language
- \* Reflect practices of Association
- \* Support purposes and goals of Association
- \* Comply with contractual agreements btwn Association and UBC (etc.)

**\*\*NOTE** - No substantive changes

**July 12, 2016 Bylaw and Governance Review Committee constituted** at UNA Meeting (see C.4 of [July 2016 Board package](#) for proposal re: Bylaw review and Society Act Compliance motion of [July 12 Meeting Minutes](#))

- Composition of Committee agreed upon through Board motion:
  1. Board Chair of UNA
  2. 1 non-appointee UBC staff person (to be appointed by CCP)
  3. 1 Resident Director (appointed by Board)
  4. 2 UNA members not from same residential neighbourhood (appointed by Board)
- Committee had certain problematic issues:
  - Board approved Terms of Reference but these weren't followed properly
  - No consistent name: Variety of names used e.g. "Bylaw & Governance Review Committee", "UNA Governance & Bylaw Review Committee", "Governance Compliance Advisory Committee"
- Committee members: Laura Cottle, Aviva Savelson, Brian Collins, Gary Gibson, + David Borins, Jan Fialkowski and Tanner Bokor (until Sept.30)
- Committee met in fall of 2016 (Oct.4 & Oct.19)
  - 2 drafts of Bylaws were produced with 2<sup>nd</sup> draft version coming to closed session of [Nov.8, 2016 Board](#) meeting for review

**Jan. 2017 -- Set of draft Bylaws were released to public for comments to be returned by Feb.10**

- The public consultation produced a number of "substantive comments" which proposed "**substantive changes**" to the draft Bylaws

# UNA Bylaw Committees – Backgrounder

## Summary of 2+ years of UNA Board work on Bylaws

### SECOND GO AT BYLAWS

**May/June 2017** -- **UNA Bylaw Review Committee** Terms of Reference approved by Board

- Purpose: Consider reforms to UNA Bylaws
- Scope:
  - review substantive comments received in Feb.2017 (consultation on draft revised bylaws)
  - consider substantive changes to UA bylaws to address these comments
  - additional tasks (as assigned Board)
- Composition:
  - Laura & Ying, Carol + maximum of 2 UNA members (Bill Holmes & Brian Collins)
  - Non-voting: UNA staff (1+), UBC staff (Aviva), UNA Communications consultant
  - UNA legal rep. (David Borins - advisory role)

**June to August 2017** - **UNA Bylaw Review Committee** met 4 times (June 29, July 10, July 31, Aug.9)

**Sept. 2017** – Borins’ report (see D.2 of [Sept.12, 2017 Board Meeting package](#)) pdf Borins-Sept-2017) summarizing discussion and decisions (or lack of decisions) on the various substantive issues brought to Board. Board voted on each of the 13 recommendations.

**Fall, 2017** -- UNA Board approved **Proposed Constitution and Bylaws**

- Communications Consultant prepared UNA Bylaw Update Discussion Guide
- Discussion Guide text used in signs for Open House held in November, 2017

**Jan. 2018** -- **Proposed Constitution and Bylaws** (see pdf *Bylaws with notes*) brought to the AGM for approval by the UNA residents

- Approval by three-quarters of UNA members voting at a general meeting required
- UNA members **rejected the revised bylaws** by a vote of 176 against and 23 for.
- It appears that most of those who voted against the revised bylaws did so because the proposed bylaws continued to provide for three appointed directors. There is a view among UNA members that there should be fewer, or no, appointed directors, or if Board contains appointed directors, they would not be able to vote.

# UNA Bylaw Committees – Background

## Summary of 2+ years of UNA Board work on Bylaws

### II. Recent Work: Jan.2018 on -- UNA Bylaw Review Committee 2018, Phase 1

#### THIRD GO AT BYLAWS

**March/April, 2018** – Board creates a new UNA Bylaw Review Committee – phased approach to proposing changes to Bylaws

- **Phase 1** – Objective: examine those areas of the Bylaws that could be changed to improve operational efficiencies and processes of organization
- ToR state due to timing constraints (want to bring forward new Bylaws for approval at fall AGM), that all members shall be appointed and selection of members based on particular criteria (stated in ToR)
- **Subsequent phases** of this Committee will seek expressions of interest from entire UNA membership
- Big questions such as **Board Composition** – idea is to discuss at newly formed Neighbourhood Liaison Committee. (approved by BoG on Feb.15). First meeting of this committee was in April with focus on Financial pressures facing UNA

**May 8, 2018** Appointees announced for UNA Bylaw Review Committee, Phase 1: Laura Cottle (Chair), Rose Wang, James Ellis, Laila Said, Mike Becir and Mike Feely.

#### **Spring & Summer, 2018** – Committee Meetings: June 5 & July 13

- Minutes from both meetings (see attachments A1 and A2)
- Several Recommendations were developed at the July 13 meeting and plan was to present these at Sept. Board meeting. As stated in the ToF for this Phase (1) of the Committee, substantive changes would NOT be addressed.

**August, 2018** – discussion with Johanne indicated that may be possible to make more substantive changes rather than just the small changes addressed by Phase 1 of Committee. This was agreed at subsequent meeting with Bylaw Committee. **There was strong consensus that a transparent, open, consultative process was the goal.** No particular process for moving forward was considered.

**Sept.11, 2018** – Committee report to UNA Board Meeting recommending that Board consider changes to more substantive changes at a Special General meeting in the spring of 2019 (see p.16 of [Sept.11, 2018 Board Package](#))



# UNA Bylaw Committees – Backgrounder

## Summary of 2+ years of UNA Board work on Bylaws

### **Attachment A1: UNA Bylaw Review Committee Meeting - June 5, 2018 Minutes (p.1/3)**

Present: Laura Cottle (Committee Chair), Michael Becir, James Ellis, Mike Feely and Laila Said

Regrets: Johanne Blenkin and Rose Wang

*Meeting was called to order at 6:30 p.m.*

#### **1. CALL TO ORDER**

The meeting was chaired by Director Laura Cottle

#### **2. INTRODUCTIONS**

The attendees stated their names and background with particular reference to the UNA and governance-related aspects.

#### **3. APPROVAL OF AGENDA**

The Agenda was approved without amendments

#### **4. REVIEW TERMS OF REFERENCE FOR UNA Bylaw Review Committee – Phase 1** (document attached)

The Chair stressed that objective of this Phase (1) is to examine those areas where bylaws could be changed to improve operational efficiencies and processes. The newly created Joint Liaison Committee will be the vehicle to discuss issues relating to larger governance matters. This being said, the Committee can also review other aspects that are relevant to timing and process. For example:

- Election cycles (how often – i.e. how long is a director's term?)
- Size of Board – formula vs fixed # directors

#### **5. REVIEW OF ACTION ON BYLAWS TO DATE (BACKGROUND)**

The Chair presented a “timeline” of actions taken regarding the Bylaws since July 2016. It was at this time that Borins & Company were contracted to review UNA Bylaws with respect to transitioning to new Societies Act.

The document (attached) “UNA Bylaw Committees – Backgrounder & Plan for 2018 Phase 1” contains 2 sections:

1. Backgrounder – recent Work on Bylaws (How did we get to where we are?)
2. Plan for UNA Bylaw Committee 2018, Phase 1

#### **6. GENERAL DISCUSSION ON BYLAWS**

##### Outcome at AGM

##### ➤ Primary concern – representation on Board (elected vs appointed)

- Challenging to change to no UBC appointed directors considering how intertwined UNA is with UBC (Neighbour's Agreement states UBC to provide certain services, financial issues)
  - Could UBC people agree not to vote on certain issues (where to draw the line?)
- UBC perhaps not concerned about student rep on Board nowadays

# UNA Bylaw Committees – Backgrounder

## Summary of 2+ years of UNA Board work on Bylaws

### Attachment A1: UNA Bylaw Review Committee Meeting - June 5, 2018 Minutes (p.2/3)

- Change in Size of Board: Proposal to change from formula to fixed number
  - Residents voted against a change in Bylaws that would protect the higher number of directors that Board currently has (exact implementation of formula would produce less elected directors than currently)
  - In the long run, a fixed number of elected Board reps would result in fewer reps versus using formula
- Discussion re: pros and cons of lumping the Bylaws together versus separating
  - If things had been sectioned out, we would've got idea of peoples' opinions right there
  - Sometimes Board does need to lump things (1 "bad" item lumped with a number of "good" items.

## 7. DISCUSSION SPECIFIC TO AGM AND ELECTION TIMING

### When to have AGM?

Previous Bylaws did not state a date, proposed Bylaws (3.2) stated will be held in November [note – the specific dating of AGM to November was NOT in FINAL VERSION of Proposed Bylaws. Unfortunately, attendees to this meeting received an incorrect version of the Proposed Bylaws]

- Do we need to have a fixed date (does Societies Act say something about this?)
- When are financial statements ready? -- Want to set up for success – complete answers for AGM (vs incomplete)
- Want to have at time when residents are most likely to attend
- What would attract residents to attend?
- Time of day is as important as time of year
- Could we ask residents for their opinion on best time in a survey?
- Benefits of stated fixed date for AGM
  - Expectations for community members – this is when AGM occurs, this is when we get together
  - Everybody is familiar with when it occurs; clear in peoples' minds
  - Wondered about AGM in May or June (if election would be in late Oct. or Nov.)
- Benefits of leaving date for AGM ambiguous
  - Less constraint on Board flexibility
  - Which instrument do you use for making decision re: AGM timing?
  - Best to describe when AGM takes place in relation to something else, another more fixed date (e.g. audited statements)
  - Could AGM date be in relation to something in yearly strategic plan?

### When to have elections?

- Separate from or together with AGM
  - Together: hard to keep resident's attention if there are 2 different important dates in calendar
  - Together: this has been the tradition – would there be push-back from residents if they are separated?
  - Separate: Package that goes to Residents less confusing—e.g. residents won't confuse proxy slip with voting slip

# UNA Bylaw Committees – Backgrounder

## Summary of 2+ years of UNA Board work on Bylaws

Attachment A1: UNA Bylaw Review Committee Meeting - June 5, 2018 Minutes p.3/3

- Separate: If something must be ready for AGM, delay could result in artificially-lengthened election campaign (as what happened in the most recent election)
- Separate: potential candidates can campaign on issues that arose in AGM
- Separate: helps to de-politicize issues that are tricky

➤ Other factors to consider:

- What is best time in terms of On-boarding new directors? Want directors to have time to get trained before “big issues” arise in year (such as budget process)
- Better to have AGM and elections VERY separated than close together
- Least impact on staff
- Whatever decision, transparency is important
- How will voter turnout be affected
- Good rationales (re: separation of AGM & elections) are important

### 8. DISCUSSION SPECIFIC TO AGM AND ELECTION PROCESSES

- Is there a way to reduce the number of elections (so that there wouldn't be one every year)
- Relates to length of term for directors and whether or not terms are staggered
  - 3-year terms mean a year could be skipped
  - Yearly elections are costly
  - Less frequent elections would be welcome to people
  - Will electorate pay more attention if there ISN'T an election every year?
  - Could elections be tied to any other event happening in area (e.g. municipal elections)
- Staggered or non-staggered terms
- Staggered: better for institutional knowledge
  - Staggered: avoid “protest vote” to get rid of all the directors together
- Voting Process
- Has changed many times
  - Twice used ballots – once very simple & once very complicated
  - What has least impact on staff & what is least expensive?

### 9. NEXT STEPS (including potential next meeting)

- ToR state Deadline for submitting recommendations to Board as July 3<sup>rd</sup> [note: decision to lengthen consultancy period made mid June so dates changed to determination of proposals by Aug. 23]
- Plan for Bylaw Committee stated in section 2 of “UNA Bylaw Committees – Backgrounder & Plan for 2018 Phase 1” (attached) as noted in #5 of these Minutes

# UNA Bylaw Committees – Backgrounder

## Summary of 2+ years of UNA Board work on Bylaws

### Attachment A2: UNA Bylaw Review Committee Meeting – July 13, 2018 Minutes p.1/1

Present: Laura Cottle (Committee Chair), James Ellis, Mike Feely, Ying Zhou (to replace Rose Wang) and Johanne Blenkin

Regrets: Michael Becir, Laila Said and Rose Wang

*Meeting was called to order at 6:30 p.m.*

#### **AGENDA & MINUTES**

Agenda approved with addition of Central Minutes of the June 5<sup>th</sup> meeting approved as amended.

#### **DISCUSSION**

There was a discussion on the timing of both the AGM and Elections. The AGM should be held as close to the release of audited financial statements as possible. Since the UNA's year end is March 31<sup>st</sup>, the audit cannot be completed and the statements reviewed and approved by the Board prior to mid to late June. The summer is not ideal for an AGM, accordingly September is a workable solution.

The Societies Act requires that an AGM be held annually and therefore it is not necessary to specify a date – rather to allow for some flexibility. The January 2018 proposed bylaws contain language that can be used.

**Recommendation:** Adopt the provision about the AGM as set out in the 2018 proposed bylaws.

#### **SEPARATING THE AGM AND DIRECTOR ELECTIONS:**

**Recommendation:** Hold the elections at a date to be set by the board within the May 1st to June 15th timeframe. The executive director was tasked with preparing background material on the impact of the transition to a new date and the timing of implementation. Since elections will be held on November 1st, 2018, it is likely not advisable to hold elections for any new vacancies or term ends in the spring of 2019.

A transition plan will need to be in place.

**Recommendation:** Remove the proxy form and the ballot from the bylaws and leave the format at the discretion of the board. The election process should also be at the board's discretion. The provisions in the 2018 proposed bylaws can be adopted for these issues.

#### **PHASE TWO OF THE BYLAW REVIEW:**

**Recommendation:** Following the results of the resident survey create a process for community engagement and input into the composition of the board, number of directors, length of term and any related issues. There was consensus that the discussion should be open.



## **UNA BYLAW WORKING GROUP 2018 - PHASE 2**

### **Background**

Phase one of the UNA Bylaw Review Committee was created as a subcommittee under the UNA Board of Directors to consider and recommend changes to the UNA bylaws in a phased approach. This phase focused on the timing and processes of the AGM and Director elections and met over spring and summer 2018 to consider potential bylaw amendments. Through this work, the committee recommended deferring proposed changes to a Special General Meeting targeted for spring 2019. The Committee further recommended that the Board consider more substantive changes to the bylaws including but not restricted to: timing of the AGM and Elections, form of voting, expanding membership of the Society, and various issues related to the composition of the Board including term lengths, diversity of neighbourhood representation, and non-elected members. The UNA Board was supportive of these recommendations and will consider them through a second phase of a UNA Bylaw Review Committee, to be named the UNA Bylaw Working Group.

### **Purpose**

The UNA Bylaw Working Group-Phase 2 is a subcommittee under the UNA Board of Directors. The purpose of this Committee is to consider the recommendations of the UNA Bylaw Committee-Phase 1 and respond to the UNA Board's Strategic Plan goal of governance, which includes an exploration of opportunities to evolve governance in a way that meets the needs of a growing community.

### **Composition**

The UNA Bylaw Working Group-Phase Two includes:

- Terry Mullen-UNA elected resident director and Board Chair
- Laura Cottle-UNA elected resident director
- Bill Holmes-UNA resident at large
- Mike Feeley-UNA resident at large
- Carole Jolly-UBC appointed director (non-voting)
- UBC legal counsel representative (non-voting)

Staff support: UNA Executive Director (non-voting)

### **Appointment**

All voting members are appointed by resolution of the UNA Board and meet the following criteria:

- Knowledge of governance and election processes
- Knowledge of the UNA community
- Familiarity with bylaws or other legislative mechanisms



- Knowledge of municipal or not-for-profit member based organizations

## **Chair**

The Committee will be chaired by the UNA Board Chair.

## **Scope of Working Group-Phase Two**

- Composition of the Board
- Term of office of Directors
- Election timing and transition
- Election procedures
- Timing of AGM/term of Officers
- Selection of Officers
- UNA membership
- Quorum for Board meetings
- Expulsion/discipline of members
- Review of stipend for elected directors
- Director seeking election to extra term
- Consider opportunities for broader community consultation
- Consider consequential impacts to Neighbours Agreement and UBC/UNA decision making frameworks
- Review other relevant aspects related to the above as determined by the committee

## **Procedures**

The Working Group will submit its recommendations to the UNA Board no later than the February meeting of the UNA Board. The report shall include the rationale for the recommendations. The UNA Board will consider the report and make a decision on the recommendations for further follow-up and discussion. Such follow up may include consultation with residents and, with respect to matters that will require amendments to the Neighbours Agreement, 2015 and therefore require the agreement of UBC, with UBC staff, the UBC-UNA Neighbourhood Liaison Committee and ultimately, the UBC Board of Governors.

## **Meeting Schedule**

To be set by the Committee.

## **Additional Consultation**

The Working Group may recommend opportunities for broader consultation.

## **Confidential Information**



UNIVERSITY  
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**BOARD OF DIRECTORS MEETING**

December 4<sup>th</sup>, 2018

**UNA Bylaw Working Group – Terms  
of Reference - DRAFT**

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.

DRAFT