



CALL TO ORDER	
PRESENTATIONS	
ELSIE NGUYEN, OWNER/MANAGER – BEAN AROUND THE WORLD	
1. APPROVAL OF AGENDA	Decision Requested: That the Board approve the January 21, 2020 Agenda, as presented.
2. APPROVAL OF MINUTES	Decision Requested: That the Board approve the December 10, 2019 Minutes, as presented.
3. MATTERS ARISING FROM MINUTES	
4. COMMITTEES <ul style="list-style-type: none"> a. Terms of Reference b. Membership c. Meeting Schedules 	Decision Requested: That the Board approve: <ol style="list-style-type: none"> 1. The committee membership and Working Group appointments as proposed in Schedule “A” 2. Revisions to the Bylaw Review Working Group Terms of Reference as proposed in Schedule “C” 3. Revisions to the Negotiating Committee Terms of Reference as proposed in Schedule “D” 4. The Terms of Reference for the UNA Working Group – AMS (new) as proposed in Schedule “E”
REPORTS	
5. ELECTORAL AREA A REPORT	For Information
6. UBC CAMPUS & COMMUNITY PLANNING REPORT	For Information
NEW BUSINESS	
7. 2019-2021 STRATEGIC PLAN <ul style="list-style-type: none"> • The Catalyst Fund • Expanding the community garden program • Implementing the Community Engagement Committee • Strategy for giving UNA residents access to the UBC academic community. 	For Information https://www.myuna.ca/governance/strategic-plan/
8. FINANCE - 2020-2021 Draft Budget (verbal)	For Information



9. BYLAW UPDATE a. Bylaw Working Group b. UNA Negotiating Committee i. Insurance c. UNA Working Group - AMS	For Information
10. COMMUNITY CENTRE RENTAL POLICY- UPDATE	For Information
11. EXECUTIVE DIRECTOR RECRUITMENT UPDATE (Verbal)	For Information
12. OLD/OTHER BUSINESS	
ADJOURNMENT	

CLOSED AND IN CAMERA SESSIONS TO FOLLOW



PRESENT:

Richard Watson – Chair
Matthew Delumpa – Interim Chair
Jane Kang
Terry Mullen

Murray McCutcheon
Tor Album
Carole Jolly

Regrets: Cristina Ilnitchi

STAFF:

Andrew Clements – Interim Co- Executive Director
Wegland Sit - Interim Co- Executive Director
Morgan Chung – Finance Manager
Glenda Ollero – Communications Manager
Shelley Milne – Board Secretary

CALL TO ORDER

The meeting was called to order at 5:30 PM.

PRESENTATIONS - There were no presentations.

1. **AGENDA - Motion:** It was moved that the Board approve the December 10, 2019 Meeting Agenda. **Approved**
2. **MINUTES - Motion:** It was moved that the Board approve the Minutes of the November 19, 2019 Meeting, as circulated. **Approved**
3. **ELECTION OF BOARD OFFICERS – CHAIR, TREASURER, SECRETARY** – The following officers were elected by acclamation:
 - Richard Watson – Board Chair
 - Matthew Delumpa – Treasurer
 - Murray McCutcheon - Secretary
4. **COMMITTEE ASSIGNMENTS** – The Board Chair will make recommendations to the Board for Committee assignments after consultation with Board members and the Board Secretary.

5/6. MATTERS ARISING FROM MINUTES - None



7. **ELECTORAL AREA A REPORT** – The Electoral Area A Director, Ms. McCutcheon noted that Electoral Area A is scheduling quarterly outreach sessions for residents in the Area and extended a special invitation for the UNA directors to attend. The first session will be on January 23, 2019 and the topics will include: Climate action at a regional level, emergency planning and Skytrain/Translink planning for transportation to UBC. The UEL Community Advisory Council is also meeting on December 16, 2019. It was suggested that the UNA Board consider appointing a Director to attend. Some issues to be discussed include: RCMP and Community Centre staffing issues.

8. **UBC CAMPUS AND COMMUNITY PLANNING REPORT** - The Board received the Report. Directors decided against asking UBC Planning to do a presentation on the status of the Stadium Road Project. It was suggested that the UNA should become proactive in developing a position and/or a slate of questions for UBC planning before such presentation is arranged.

9. **Bylaw Working Group (“WG”) Update** – Director Mullen provided an update on the work of the UNA Bylaw Working Group on the review of timelines in the Bylaws and transition matters.

(Note: items 9a and 9b below were dealt with in reverse order in the Meeting).

- a. **UNA-AMS Agreement** - Director Mullen advised that the AMS has indicated support for the six propositions proposed by UNA as a framework for a formal relationship between the UNA and the AMS. Director Jolly advised that Director Initchi has advised that the AMS intends to submit a proposal in respect of the issue of 3-year terms to the Board by December 13, 2019. Directors discussed the advisability of proceeding to a draft agreement at this stage of the negotiations.

Motion: It was moved that the UNA Working Group- AMS be authorized to retain a lawyer to prepare a draft agreement incorporating the six propositions and that the timely participation of the AMS in selecting and instructing the lawyer and in reviewing the draft be sought by the UNA Working Group - AMS. **Approved**

Motion: It was moved that, for the purpose of retaining a lawyer to prepare a draft agreement, the UNA Working Group - AMS shall have a budget not to exceed \$2,000, such funds to be handled and accounted for in accordance with the instructions of the Chair of the Finance Committee. **Approved**

Motion: It was moved that the UNA Working Group - AMS endeavour to bring the draft agreement to the Board at the January 2020 meeting for discussion and, if deemed appropriate, ratification.

An amendment to the Motion was proposed: Motion: It was moved that the motion be amended to read: Subject to feedback received from the AMS, if any, the UNA Working Group - AMS endeavour to bring the draft agreement to the



Board at the January 2020 meeting for discussion and, if deemed appropriate, ratification. **Approved**

Motion: It was moved that subject to feedback received from the AMS, if any, the UNA Working Group – AMS endeavour to bring the draft agreement to the Board at the January 2020 meeting for discussion and, if deemed appropriate, ratification. **Approved**

- b. Insurance – Director Mullen provided an update on the status of the insurance application. Directors received information on 2 of the issues outstanding: UNA’s potential responsibility for a \$250,000 deductible under the policy and the insurer rating level. It was suggested that the Neighbours’ Agreement Negotiating Team review capital reserves as part of a risk mitigation strategy for increased costs.

Motion: It was moved that the ad hoc group appointed at the November 19th, 2019 Board meeting with respect to insurance issues be discharged and the related motions be rescinded. **Approved.**

Motion: It was moved that the Neighbours’ Agreement Negotiating Team, comprised of Terry Mullen, as chair, Murray McCutcheon, Bill Holmes and Mike Feeley, be appointed to review and monitor negotiations for a Comprehensive General Liability insurance policy or policies for the UNA, and such other insurance coverage as may be deemed prudent, and to take such further steps as are necessary and desirable to make recommendations to the UNA Board with respect to such insurance matters. **Approved.**

Motion: It was moved that the Neighbours’ Agreement Negotiating Team work cooperatively with UNA staff in relation to these insurance matters and that all pertinent communications received by either the Neighbours’ Agreement Negotiating Team or the UNA staff shall be promptly shared with the other party. **Approved.**

Motion: It was moved that the Neighbours’ Agreement Negotiating Team may from time to time retain a person or persons knowledgeable about insurance matters, such as an insurance lawyer or insurance broker, to assist it in making its recommendations to the UNA Board and for this purpose it shall have a budget, not to exceed \$4,000, to be handled and accounted for in accordance with the instructions of the Chair of the Finance Committee. **Approved.**

10. **2010 BOARD TIMELINES AND MEETING SCHEDULE** – The Board agreed that Board Meetings for 2020 would be scheduled for the third Tuesday of each month (including August) at 5:30 PM. Committees will set their own dates and report to the Board.
11. **EXECUTIVE DIRECTOR RECRUITMENT** – Director Jolly reported that the recruiter continues to work on gathering data to create a proposed candidate profile for the Board to approve at the January Board Meeting. The recruiter has spoken with all Board



members and has spoken with or is scheduled to speak to all senior managers and the identified external key stakeholders.

12. OLD/OTHER BUSINESS - Co- Executive Director Clements advised that UBC President, Santa Ono will hold a “meet and greet” at the Wesbrook Community Centre on January 27, 2020 from 6:30 PM to 8:30 PM.

ADJOURNMENT - The meeting adjourned at approximately 6:45 PM.



From: Shelley Milne, UNA Board secretary

Re: Board Committee and Working Group Membership and Terms of Reference

SUMMARY

Annual review of Board Committee and Working Group membership and Terms of Reference.

DECISION REQUESTED

That the Board approve:

1. The committee membership and Working Group appointments as proposed in Schedule "A"
2. Revisions to the Bylaw Review Working Group Terms of Reference as proposed in Schedule "C"
3. Revisions to the Negotiating Committee Terms of Reference as proposed in Schedule "D"
4. The Terms of Reference for the UNA Working Group – AMS (new) as proposed in Schedule "E"

DISCUSSION

The Board is required to review membership of all Committees on an annual basis. Directors are also required to familiarize themselves with the Terms of Reference for the Board Committees and Working groups. Attached are the Terms of Reference for the following:

1. **Attached as Schedule "A"** - Proposed membership for Committees and Working Groups of the Board
2. **Attached as Schedule B:**
 - Finance and Audit Committee
 - Governance and Human Resources Committee
 - UBC Neighbourhoods Liaison Committee
 - Community Engagement Advisory Committee
3. **Attached as Schedule C**
 - Bylaw Review Working Group 2018 – Phase 2 (revised with track changes)
4. **Attached as Schedule D**
 - UNA Negotiating Committee (revised with track changes)
5. **Attached as Schedule E**
 - UNA Working Group – AMS (new)



SCHEDULE “A”

COMMITTEES AND WORKING GROUPS OF THE BOARD (as of January 21, 2020)

Finance & Audit Committee

Matthew Delumpa – Chair
Tor Album

Jane Kang
Richard Watson

Staff: Interim Co-Executive Directors
Finance Manager
Board Secretary

Governance & Human Resources Committee

Richard Watson – Chair
Carole Jolly

Murray McCutcheon

Staff: Interim Co-Executive Directors
Board Secretary

UNA Bylaw Review Working Group 2018 – Phase 2 (Board Approved Nov. 19, 2019)

Terry Mullen – Chair
Richard Watson
Laura Cottle - UNA Resident at Large

Bill Holmes - UNA Resident at Large
Mike Feely - UNA Resident at Large
Carole Jolly (non-voting)

Staff: Interim Co-Executive Director (Wegland Sit)

UNA Negotiating Committee (Board Approved Oct. 16, 2019)

Terry Mullen – Chair
Murray McCutcheon

Bill Holmes – UNA Resident at Large
Mike Feely - UNA Resident at Large

Staff: As Needed

UNA Working Group – AMS (Board approved Oct. 16, 2019)

Terry Mullen
Matthew Delumpa

Carole Jolly

Staff: As Needed



SCHEDULE “B”

TERMS OF REFERENCE

BOARD STANDING COMMITTEE ON FINANCE & AUDIT

1. Committee Purpose

To oversee the financial health of the UNA and make recommendations to the Board on management of the UNA’s finances.

2. Committee Mandate

2.1. The Committee’s mandate is to:

- Oversee the annual budget process and recommend approval of the annual budget to the Board;
- Oversee preparation of the monthly financial statements prepared by staff and advise the Executive Director and the Board on any significant variances or other issues;
- Review the annual financial audit of the organization and advise the Executive Director and the Board of any significant issues and recommended solutions;
- Make recommendations to the UNA Board on the use of Reserves;
- Make recommendations to the UNA Board on financial investments;
- Make recommendations to the UNA Board on improvements to financial management policies and practices;
- Review annually UNA’s insurance coverage and recommend approval of the insurance program to the Board;
- Review these terms of reference on a regular basis and recommend change to the UNA Board, as appropriate; and
- Accept such other duties as the UNA Board may assign from time to time.

2.2. The Committee is an advisory committee to the Board; it does not have decision making authority.

3. Committee Composition

The Committee will be comprised of the UNA Treasurer and up to three Board members as recommended by the Board Chair to the Board for approval.



4. Chair and Vice Chair

The UNA Treasurer shall be the Chair and the incumbent to the position is automatically appointed as Chair. A Vice-Chair will be selected by the Board from among Directors appointed to the Committee.

5. Length of Term

The Board Chair will review Committee membership on an annual basis and make recommendations for changes to the Board, as appropriate.

6. Reporting

A report from the Committee will be a standing item on the Board Agenda, and the Committee Chair will report to the Board with an update on the Committee's activities.

7. Meeting Procedures:

7.1. 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 UNA bylaws. In those cases where the Board Procedures Policy does not apply or address an issue, the Committee will rely on Roberts' Rules of Order.
- 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.
- Meetings will be in closed session.

7.2. Agendas

- The Chair will set the agenda in consultation with the Committee members and the Executive Director, conduct the meetings, and ensure the minutes are recorded and reported to the Board.
- The agenda will be forwarded to Committee members at least three days before the meeting.
- The draft minutes will be forwarded to all members and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.

7.3. Meeting Frequency:

The Committee will meet monthly prior to each Board meeting or as agreed. Additional meetings will be scheduled at the call of the Chair.

8. Committee Operations:

8.1. Staff Support:



8.1.1. Administrative:

Secretarial support will be assigned to the Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

8.1.2. Staff Liaison and Professional / Technical Support:

The UNA Treasurer will act as a liaison between the Committee and the Administration.

9. Community Consultation and Engagement

Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.

10. Work Programs and Budgets

If the Committee requires resources such as staff or budget, the budget must be approved in advance by the Board, which will require submission of a work program and budget estimate for the project.

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September 2019



SCHEDULE “B” (continued)

TERMS OF REFERENCE

BOARD STANDING COMMITTEE ON GOVERNANCE & HUMAN RESOURCES

1. Committee Purpose

To serve as the focal point for UNA Board consideration of UNA policies and programs related to governance of the UNA, and related to Human Resources policies and practices.

2. Committee Mandate

2.1. The Committee’s mandate with respect to **governance** is to:

- Review the overall governance structure on a regular basis, identifying any areas of concern and recommending changes to the UNA Board as appropriate based on good governance practices.
- As appropriate, and subject to guidance from the Board, to liaise with UBC on matters related to the above.
- Act as a forum for discussions with Community Advisory Committees and Working Groups, with particular reference to the Community Engagement Committee.
- Co-ordinate an annual evaluation of the overall performance of the UNA Board.
- Review the skills and experience of Board members to identify ongoing needs with respect to recruitment, training and orientation.
- Review these terms of reference on an annual basis and recommend changes to the UNA Board as appropriate.

2.1 The Committee’s mandate with respect to **Human Resources** is to:

- Review and forward to the Board with recommendations for approval or amendment any human resources policies, recruitment practices, compensation schedules, benefits packages or other reports submitted to them by the Executive Director for review;
- To review and recommend to the Board for approval the annual objectives of the Executive Director;
- To coordinate with the Board the annual performance evaluation of the Executive Director.

2.2 The Committee is an advisory committee to the Board; it does not have decision making authority.



3. Committee Composition

The Committee will be comprised of the Board Chair and up to three Board Members, as recommended by the Board Chair to the Board for approval. The Executive Director or designate will act as the staff liaison.

4. Chair

The Chair will be selected by the Board from among the Resident Directors. The Board will also appoint a Vice-Chair from among the Resident Directors to fill in when the Chair is absent.

5 Length of Term

The Board Chair will review committee membership on an annual basis and make recommendations to the Board for changes, as appropriate.

6. Reporting

A report from the Committee will be a standing item on the Board Agenda, and the Committee Chair will report to the Board with an update on the Committee's activities.

7. Meeting Procedures:

7.1. 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 UNA bylaws. In those cases where the Board Procedures Policy does not apply or address an issue, the Committee will rely on Roberts' Rules of Order.
- 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.
- Committee meetings will be closed.

7.2 Agendas

- The Chair will set the agenda in consultation with the Committee members and the Executive Director, conduct the meetings, and ensure the minutes are recorded and reported to the Board.
- The Chair will forward the agenda to Committee members at least three days before the meeting.
- The Chair will send the draft minutes to all members and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.



7.3 Meeting Frequency:

The Committee will meet at least every second month. Additional meetings will be scheduled at the call of the Chair.

8. Committee Operations:

8.1. Staff Support:

8.1.1. Administrative:

Secretarial support will be assigned to the Committee for purposes of assisting the Chair with agendas and to attend the Committee meetings to record the meeting minutes.

8.1.2. Staff Liaison and Professional / Technical Support:

A staff member will be assigned to the Committee to act as a liaison between the Committee and the Administration, and provide technical support.

9. Community Consultation and Engagement

Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.

10. Work Programs and Budgets

If the Committee requires resources such as staff or budget, the budget must be approved in advance by the Board, which will require submission of a work program and budget estimate for the project.

September 2019



SCHEDULE “B” (continued)

Terms of Reference

UBC NEIGHBOURHOODS LIAISON COMMITTEE

The partnership between UBC and the University Neighbourhoods Association (UNA) has been and continues to be vital for the success of a sustainable university town community.

The creation of the UBC Neighbourhoods Liaison Committee clarifies the role of the UNA as an advisory board to the UBC Board of Governors by formalizing engagement and communications with the Board of Governors.

PURPOSE

The UBC Neighbourhoods Liaison Committee’s role is to strengthen the relationship between UBC and residents of UBC’s neighbourhood housing areas by establishing a formal and clear line of communication between the UBC Board of Governors and the University Neighbourhoods Association (UNA) Board of Directors.

This will provide Committee members the opportunity to discuss perspectives and advise the Property Committee of the UBC Board of Governors, on matters such as:

1. UBC’s strategic goals, plans, and imperatives, and their impact upon neighbourhood residents;
2. UBC’s rights and obligations with respect to neighbourhood residents;
3. opportunities to work together on areas of common interest between residents and UBC and to address areas of concern;
4. municipal and municipal-like governance related to development and management of property and infrastructure; and,
5. such other matters as directed by the UBC Board of Governors.

MEMBERSHIP & PROCEDURES

The UBC Neighbourhoods Liaison Committee will report to the UBC Board of Governors through its Property Committee.

Voting Members:

- Chair, Property Committee, UBC Board of Governors (as Co-Chair)
- Chair, Finance Committee, UBC Board of Governors



- Chair, Governance Committee, UBC Board of Governors
- Chair, University Neighbourhoods Association Board of Directors (as Co-Chair)
- One (1) member of the University Neighbourhoods Association Board of Directors, selected by the Chair of the University Neighbourhoods Association Board of Directors
- One (1) member at large selected by the Chair of the University Neighbourhoods Association Board of Directors.

Non-Voting Members

- Vice-President External Relations, UBC
- Associate Vice-President Campus + Community Planning, UBC
- Executive Director, University Neighbourhoods Association

Appointments are made for a one-year term from September 1 to August 31, with annual renewal at the discretion of the Chair of the Board of Governors.

The Property Committee Chair and the Chair of the University Neighbourhoods Association Board of Directors will be the co-Chairs of the Liaison Committee and are responsible for the conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Liaison Committee may invite other individuals to participate in deliberations from time to time or on an ongoing basis.

The Liaison Committee may assign work tasks and action items to the University Administration, and may request that certain work and action items be undertaken by the UNA Administration, or by independent third parties.

MEETINGS & QUORUM

The Liaison Committee will meet at least semi-annually and in addition may meet at the call of the Co-Chairs as required.

Attendance by 50% of Liaison Committee voting members is required to establish quorum.

Meetings may be in person or by tele/videoconference.

Secretarial support (*e.g.*, agendas, meeting invites) will be provided by the Board Secretariat.



SCHEDULE “B” (continued)

COMMUNITY ENGAGEMENT ADVISORY COMMITTEE

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.
- 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

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



SCHEDULE “C”

TERMS OF REFERENCE

UNA BYLAW WORKING GROUP 2018 - PHASE 2

1. 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 Committee also recommended that the process be carried out with transparency and consultation with residents. 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-Phase 2 (also referred to as “the Bylaw Working Group” and “the Working Group”).

2. 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.

3. Composition

The UNA Bylaw Working Group - Phase Two includes:

- Terry Mullen - UNA elected resident director – Working Group Chair
- Richard Watson – Board Chair
- Laura Cottle - UNA resident at large
-
- Bill Holmes - UNA resident at large
- Mike Feeley - UNA resident at large
- Carole Jolly - UBC appointed director (non-voting)
-



Staff support: UNA Interim Co- Executive Director, Wegland Sit (non-voting)

4. 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

5. Chair

The Bylaw Working Group will be chaired by Terry Mullen, UNA resident elected director.

6.Scope of Bylaw 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

7 Procedures

A report from the Bylaw Working Group will be a standing item on the Board Agenda and the Working Group will report to the Board with an update on the Working Group's activities. A report shall include the rationale for any recommendations. The UNA Board will consider the report and make a decision on the recommendations for further follow-up and discussion. Such follow up will include consultation with residents, and AMS, 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.



8 Meeting Schedule

To be set by the Working Group.

9 Additional Consultation

The Working Group may recommend opportunities for broader consultation.

10 Confidential Information

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



SCHEDULE “D”
TERMS OF REFERENCE
UNA NEGOTIATING COMMITTEE

1. 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 2019. The next phase in this process is to create a Negotiating Committee to negotiate changes to the Neighbours’ Agreement 2015. In appointing resident members to the committee, the board considered the knowledge and skills of the appointees in the areas of Association bylaws, the Neighbours’ Agreement 2015, and the mandate of the UNA.

2 Mandate

The mandate of the committee is to:

1. Negotiate with UBC changes to the Neighbours’ Agreement 2015 to bring the agreement into conformity with the proposed amendments to the UNA bylaws .
2. Address any concerns of UBC arising out of the removal of UBC appointed directors to the UNA Board.

A report from the committee will be a standing item on the Board Agenda. The committee will present to the board proposed amendments to the Neighbours’ Agreement 2015, which have been agreed to in principle by the committee and the UBC negotiating group along with its recommendations with respect to those proposed amendments. In accordance with the board’s instructions, the committee will continue its negotiations with UBC in respect of those matters upon which agreement has not been reached.

3 Composition

The UNA Negotiating Committee is comprised of:

- Terry Mullen, UNA elected resident director
- Murray McCutcheon, UNA elected resident director
- Bill Holmes, UNA member
- Mike Feeley, UNA member



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD MEETING
Tuesday, January 21, 2020

- Staff: As Needed

4 Chair

The UNA Negotiating Committee will be chaired by Terry Mullen, UNA resident elected director and lead negotiator.



SCHEDULE “E”

TERMS OF REFERENCE

UNA WORKING GROUP - AMS

BACKGROUND

On November 19, 2019 the Board endorsed the following propositions (“the six propositions”) to serve as a framework for creating a formal relationship between UNA and the Alma Mater Society (“AMS”):

1. The AMS shall have the right to propose motions to be voted on at an open meeting of the UNA Board and the AMS shall have the right to speak to, and debate, such motions, provided that the motions and material in support shall be included in the Board agenda/package in accordance with normal UNA Board procedures.
2. The AMS shall have the right, but not the obligation, to appoint a person of its choosing to sit on any committee of the UNA, including the Finance Committee, and such person shall have the right to vote.

At the discretion of the AMS, the UNA shall have a reciprocal right to appoint a person to an AMS committee.

3. The AMS shall have the right to present a report at each UNA Board meeting in the same manner as the Director of Electoral Area A, UBC Properties Trust, and Campus + Community Planning.
4. The AMS shall have the right to convene, at a mutually convenient time, a meeting of delegates of the AMS with the UNA Board, such meetings to be held twice a year or, in extraordinary circumstances, more frequently.
5. The UNA shall, at the request of the AMS, use its best efforts to secure for the AMS the right to participate in UNA-UBC Executive Quarterly Meetings.
6. The UNA shall, at the request of the AMS, use its best efforts to secure for the AMS an observer position on the UNA-UBC Liaison Committee (currently the UBC Neighbourhoods Liaison Committee).



PURPOSE

The purpose of the Working Group – AMS is to work with representatives of the Alma Mater Society (“AMS”) to craft an agreement based on the six propositions for approval by the UNA Board.

COMPOSITION

The Working Group – AMS is comprised of:

- Terry Mullen, UNA elected resident director
- Matthew Delumpa, UNA elected resident director
- Carole Jolly, UBC appointed director

SCOPE:

Subject to the feedback received from the AMS, the Working Group - AMS will endeavour to bring a draft agreement to the Board at the January 21, 2020 meeting for discussion and, if deemed appropriate, ratification.



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Campus and Community Planning
Date: January 14, 2019
Subject: Monthly Update from Campus and Community Planning

Upcoming Film & Events Notification (January/February)

Mon. January 6th - Winter Session Term 2 start of classes
Frid. January 17th - Winter Classic varsity hockey game. UBC Thunderbirds v Manitoba Bisons.
7pm - 10pm. Doors at 5pm. Doug Mitchell Thunderbird Sports Centre.
Mon. February 17th - Family Day. University Closed
Tues. February 18th - Friday, February 21st - Reading week. No classes.

Community Development

3rd Annual Kids Take Over UBC!

Kids are taking the wheel at UBC on Sunday, February 16 – time to bring the whole family for our awesome arts festival, Kids Takeover UBC! In its 3rd year, kids and youth will take on adult-sized roles and participate in the life of arts and culture by exploring a variety of activities in theater, music, art and much more. This annual event will be jam-packed with activities that everyone in the family is sure to love. Check out the event program and get your UNA-discounted tickets here:
<https://utown.ubc.ca/kidsrunubc>

Winter UTown@UBC Grant applications now open!

Deadline is February 10.

UTown@UBC Community Grants award up to \$1000 for projects that foster community building and connectedness on campus or in the Musqueam community. In partnership with the Vancouver Foundation's Neighbourhood Small Grant program and its grant principles, this year we are encouraging applications for projects that focus on two specific areas: 1) projects that connect Indigenous and non-Indigenous community members to promote cross-cultural learning and understanding; and 2) projects that are led by youth and that encourage and engage more young people to participate in the program. More information on eligibility and criteria can be found here: <https://utown.ubc.ca/communitygrants>

Engagement and Consultation

Stadium Neighbourhood Plan

No new updates since December 2019. Details on the Stadium Neighbourhood Plan can be found at: www.stadiumneighbourhood.ubc.ca/plan-update.

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

Wesbrook Neighbourhood Plan Amendments

In November 2019, the UBC Board Housing Action Plan Working Group met and considered options for accelerating the delivery of faculty-staff rental units at UBC Vancouver. To support delivery in the short term, the Working Group supported the expansion of faculty-staff rental opportunities in the Wesbrook Place neighbourhood. The Working Group directed staff to commence a Neighbourhood Plan amendment process in early 2020 to enable the potential for cost effective forms of faculty-staff development on Wesbrook Place sites and to report to the Board of Governors in April 2020. Staff will also report back at that time with results of the Stadium Neighbourhood Plan analysis with regard to housing affordability, finances, and urban design (as referenced in the December UNA Board update).

Public consultation on the Wesbrook Plan amendments are being scheduled to take place in February 2020, and will include a public open house and online consultation. Details on the process will be posted on the CCP website soon.

Residential Environmental Assessment Program (REAP)

REAP is UBC's green building rating system that guides the development of all residential buildings planned for the UBC Vancouver campus. All new multi-unit residential buildings at UBC must achieve a minimum REAP Gold certification. A new version of REAP is currently being developed to align with UBC's Green Building Action Plan which was approved by Board in late 2018.

For more information see <https://sustain.ubc.ca/campus/green-buildings/green-building-action-plan>

Development Project Updates

DP18004-1 Museum of Anthropology Temporary Access Road:

A development permit amendment application (DP18004-1) was received on October 24, 2018 for the installation of a temporary access road on the northwest side of the Museum of Anthropology, 6393 NW Marine Drive to support 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 the existing condition at the end of the project. On October 24, 2019, the Development Review Committee reviewed revised civil engineering and landscape drawings, as well as a traffic management plan. Measures to ensure the integrity of the adjacent cliffs and trees of Pacific Spirit Regional Park are being required. January 2020 update: The development permit for this project is anticipated shortly.

For more information, see www.infrastructuredevelopment.ubc.ca/projects/moa-great-hall-seismic-upgrades/

DP19001-1 Pacific Residence (student housing):

A development permit amendment application (DP19001-1) was received on November 27, 2019 for the Pacific Residences permit for public realm/landscaping improvements. The improvements would encompass the areas between the future Pacific Residence buildings 1 & 2 and the courtyard of adjacent Walter Gage Residence South Tower, East Tower, and West Coast Suites. The project proposes outdoor seating, paving treatments, and plantings, including a rain garden.

For more information, see: <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/pacific-residence-walter-gage-courtyard-public-realm>

DP19020 Brock Commons Phase 2 (academic/student housing):

A Development Permit amendment application (DP19020-1) was received on November 26, 2019 for the public realm/landscape design. The proposed improvements would be made to the area surrounding the future Brock North and South buildings as well as the prospective Arts Student Centre. Revised designs incorporating Campus and Community Planning staff and public consultation feedback are anticipated for the Brock 2 buildings.

For more information, see <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/brock-commons-phase-2-public-realm>

DP19030 Arts Student at Brock Commons

Now part of the larger Brock Commons Phase 2 development, the Arts Student Centre is a proposed 3-storey 1,025 m² mixed-use home for the Arts Undergraduate Society (AUS). Campus and Community Planning staff are currently working with the applicant to resolve issues identified in earlier review meetings and awaiting revised plans.

For more information, see <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/arts-student-centre-brock-commons>

DP19034 Technology Enterprise Facility (TEF) 4

On November 22, 2019 a development permit application was received for a 13-storey office building, proposed for the corner of Agronomy Road and Health Sciences Mall next to the existing TEF3 Building. The 21, 502 m² building would provide market leasable space for UBC research partners and contain ground floor commercial retail, one level of underground parking, and a landscaped courtyard.

A Public Open House occurred on December 5, 2019, 4:00 – 6:00 PM, in the Atrium of the Pharmaceutical Sciences Building at 2405 Wesbrook Mall. The project was presented to the Advisory Urban Design Panel (AUDP) on January 9, 2020.

For more information, see: <https://planning.ubc.ca/vancouver/projects-consultations/application/academic-lands/tef4>

DP19036 The Conservatory

On November 21, 2019 a development permit application was received for the Lot 5 development site at the corner of Binning Road and Berton Avenue in the Wesbrook Place neighbourhood. The proposal includes a 20-storey tower and 3-storey townhouses containing 211 market residential units. A Public Open House occurred on December 10, 4:30 - 6:00 PM, in the Multi-Purpose Room of the Wesbrook Community Centre. This project is scheduled for review by the UBC Development Permit Board on January 15, 2020, beginning at 5:00 pm in the Social Room of the Wesbrook Community Centre, 3335 Webber Lane.

For more information, see: <https://planning.ubc.ca/vancouver/projects-consultations/application/neighbourhood-lands/conservatory>

NEW ITEMS

DP18006 Sandringham Roof Renewal

On December 19, 2019, a revised development permit application was received for the replacement of the roofs at Sandringham, Hampton Place. The application proposes to replace the existing cedar shingles, which have reached the end of their service life, with asphalt shingles. The development permit was issued on January 7, 2020.

DP16013-5 CRU-1 Patio at the Focal Building

On November 22, 2019, a revised development permit application was received for the design of commercial retail unit #1 at the Focal building, 6111 University Boulevard. The proposal is for a renovation of the unit to include an expanded patio space for the incoming Brown's Crafthouse restaurant. Design is currently being finalized with Campus and Community Planning staff.

SLP19061 South Campus Greenway

Following the issuance of Development Permit 17024 for the South Campus Greenway, a Streets and Landscape permit application was received on October 15, 2019. The application encompasses more specific design, landscaping, and biomass management details for the proposed greenway within the western edge of Wesbrook Place between Nobel Park and West 16th Avenue. The multi-use trail path will be integrated within the existing treed area between UBC Farm and the Wesbrook Place Neighbourhood. Details are currently being finalized with Campus and Community Planning staff.

Transportation Planning

Enabling Ride-hailing at UBC

Ride-hailing services, such as Lyft and Uber, are expected to be granted permission to operate in Metro Vancouver by the Province in the very near future. UBC has been working with UNA staff to ensure these services can be accommodated while adhering to Provincial and UBC regulatory permit requirements and licence agreements. Ride-hailing services will be allowed in designated curbside spaces within the academic campus. The UNA will be responsible to assign designated curbside spaces within their jurisdiction. For more information, including updates on Province's Transportation Network Services and Passenger Transportation Board updates please see <http://www.planning.ubc.ca/ride-hailing>

Update on UBC's Bike Share Program with HOPR

The UBC community has embraced the new campus bike share program operated by HOPR. Since launching in late July 2019, over 38,000 trips have been taken on HOPR bikes (compared to ~30,000 during the one-year pilot with Dropbike). Over that time, UBC has worked to more than double the number of designated bike share hubs on campus (now over 80). Based on regular audits conducted by C+CP, over 90% of HOPR bikes are now being left in designated hubs (compared to less than 20% during the one-year pilot with Dropbike), contributing to an orderly public realm and preserving bike rack space for other cyclists.

Visit gohopr.com/ubc for information about the HOPR bike share program, including pricing and answers to Frequently Asked Questions.



From: Andrew Clements – Interim Co- Executive Director and Recreation Manager

Re: Community Centre Rental Policy

SUMMARY

The following will outline a brief history of the development of our rentals policy and describe further steps being taken by staff to implement.

DECISION REQUESTED

For Information

DISCUSSION

Background:

The Joint Financial task Force Community Centres and Athletics Access Fee Part I: Assessment of Community Centres (2018) Report looked at eight bench mark municipalities that were similar in population and growth rate to the UNA and put forth the following recommendations in regards to any for profit agencies inquiring about the rental of UNA space to offer services. Please note that these recommendations do not apply to any potential tenants that the UNA may enter into a leasing agreement with (e.g. Bean Around the World). The recommendations are based on the findings of the comparative research, but are also structured to reflect key factors such as:

- the UNA's mandate as a not-for-profit society and public service provider.
- the need to be aware of consistency and precedent in dealing with for profit firms.
- the need for the UNA to exercise a certain amount of oversight and control over the development and delivery of all programs, in order to ensure a uniformly high level of quality.
- the potential risk to the UNA's reputation that would result from private programming efforts within the community centres.
- the need to protect and foster the developing partnership between the UNA and UBC Athletics.



Recommendations on Rental of Space to For-Profit Companies

1. THAT the UNA require every for-profit firm that wishes to use UNA community centre space for program delivery to submit a formal program proposal to the UNA Recreation Manager for consideration.
2. THAT the UNA require every for-profit firm with an approved program proposal to enter into a programming contract with the UNA, and to deliver the program as a UNA program contractor.

October 29th, 2018 UNA Board Open Session Motion: That the UNA endorse the policy excluding any external entities from renting space for organizing programs, pending a full review of the Community Centres operations later in 2018. That any organization or firm that wishes to use the UNA space to deliver a program, submit a formal program to the Recreation Manager, and enter into a programming contract with the UNA if accepted. **Carried.**

Staff has developed the following for distribution on its booking's web page and other communication material.

Reservation Eligibility

Please be advised of the following with respect to the University Neighbourhoods Association' managed Community Centres rentals:

Please note, the sale or promotion of goods, services, religious beliefs, or political beliefs is not permitted.

Events involving media invitations and/or attendance, will require a special written consent from the Recreation Manager.

The renter may not use the name "Wesbrook Community Centre", "Old Barn Community Centre", or "University Neighbourhoods Association" on any promotional material without special written permission from the Recreation Manager.

The UNA reserves the right to request and evaluate a formal program proposal from any external entity (for-profit or otherwise) wishing to facilitate a class, workshop, program, seminar, lecture, activity, etc., on its premises. Subject to approval, the entity may be required to enter into a programming contract with the UNA, and to deliver any of the aforementioned as a UNA program contractor.