



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Proposed Motion:** That the Board approve the May 19, 2020 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Proposed Motion:** That the Board approve the April 21, 2020 Minutes as circulated.

D. EXTERNAL REPORTS AND PRESENTATIONS

1. TRIUMF Report 2019 - Jon Bagger, Director & Joe Mildenberger, Acting Chief Safety Officer
2. Electoral Area A Report - Jen McCutcheon
3. Campus and Community Planning Report - Celene Fung

E. DELEGATIONS

F. REPORTS

1. Covid-19 Update – Andrew Clements
2. Governance & Human Resources Committee
 - (a) Chief Administrative Officer Recruitment Update
3. Finance Committee Update
4. Report from UNA Constitution Working Group

Recommendation:

That the Board

- (a) approve for consultation the report dated May 11, 2020, titled “Proposed UNA Constitution”;
- (b) direct staff to include a link to the report in the next two UNA newsletter emails and invite comments from residents by June 5, 2020; and
- (c) authorize the UNA Constitution Working Group to provide a copy of the report to UBC with a request for confirmation by June 5, 2020 that the proposed UNA Constitution complies with section 3.1 of the Neighbours’ Agreement 2015.



G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Restart Plan – Andrew Clements

Recommendation:

That the Board approve:

The recommended approach to returning to a modified level of service delivery and staffing at our community centres and offices, with an understanding that these recommendations may change as more information is received from the appropriate governing bodies.

I. OPEN DISCUSSION

1. Resident Safety Issues – Jane Kang
2. Agenda Format – Bill Holmes

J. ADJOURNMENT



MINUTES

PRESENT:

Richard Watson – Chair
Tor Album
Bill Holmes
Cristina Ilnitchi

Carole Jolly
Jane Kang
Murray McCutcheon
Terry Mullen

STAFF:

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

RECORDING SECRETARY:

Jessi Connaughton – Raincoast Ventures Ltd.

CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:33 p.m. The Board Chair acknowledged that the meeting was held online, but regularly meets on the traditional territory of the Musqueam people. He further recognized the tragic events that recently unfolded in Nova Scotia, and extended condolences to all of those affected.

1. **APPROVAL OF AGENDA - Motion:** That the Board approve the April 21, 2020 Agenda, as presented. **Approved.**

MINUTES

2. **MINUTES - Motion:** That the Board approve the Minutes of the March 17, 2020 Meeting, as presented. **Approved.**

3. MATTERS ARISING FROM MINUTES

There were no matters arising from the Minutes.

PRESENTATIONS

4. ELECTORAL AREA A REPORT

Jen McCutcheon advised of a virtual Townhall Meeting scheduled for April 28, 2020 as an opportunity for residents of UNA, the University of British Columbia (UBC) and the University Endowment Lands (UEL) to gather and provide updates on how the communities are faring in the COVID-19 pandemic.

The Board was informed that in the face of financial hardship, TransLink is reducing public transport services across Metro Vancouver. Cutbacks to bus service to UBC are listed in the Board agenda package.



In an effort to keep parks and public spaces open for community members, increased patrols are in place in Pacific Spirit Park and Wreck Beach to provide reminders to maintain the physical distancing measures.

Following the presentation, Board members discussed:

- Interim Co-Executive Directors Sit and Clements will attend the virtual Townhall meeting to answer questions
- The potential of advocating for more federal and provincial funding to support TransLink services, and whether the Board could consider writing a letter in support of such funding
 - Concern around advocating for using taxpayer dollars to fund an underused public transport service
 - It was noted that while there is a decrease in ridership, many people rely on public transport to access or provide essential services.

5. UBC CAMPUS AND COMMUNITY PLANNING REPORT

The Board Chair acknowledged Celene Fung for her efforts in developing the UBC Campus and Community Planning report included in the meeting's agenda package. The Board received the report for information and did not offer any questions or comments.

REPORTS

6. UPDATE ON COVID-19 RESPONSE

- a. Operations**
- b. Finance**
- c. Communications**
- d. Recreation**

Interim Co-Executive Director Clements provided an update on UNA staffing, and informed that the management team had proceeded with temporary layoffs of 27 part time employees. UNA followed similar best practices undertaken by various municipalities around Metro Vancouver. Following a 13-week period after the layoffs, terminations will be triggered on August 1, 2020. UNA recognized that the employees are valuable to the social fabric of the community and have committed to working towards bringing all staff members back once the recreation centres are operational. Employees who were laid off each received a personal phone call from a manager and were provided with information around the Canada Emergency Relief Benefit (CERB) and Employment Insurance (EI).

Permanent part time employees are currently employed at approximately 30 hours per week as front desk leads. UNA is also considering an Ambassador Program, to reassign these employees' duties to providing neighbourhood support around physical distancing measures.

UNA has made efforts to make contact with seniors, has created a COVID-19 landing page on the website, and hosted a successful Community Connection night in mid-April. UNA has also worked with the YMCA to open a temporary day care program at the Old



Barn Community Centre, with a capacity to care for 20 children. YMCA team members were recognized for their assistance and commitment to opening the program.

Further updates on Communications, Finance and Recreation were included with the meeting's agenda package. The Board received the reports for information, and commended UNA staff for their continued efforts and adjustments while working through the COVID-19 pandemic.

OLD BUSINESS

7. GOVERNANCE AND HUMAN RESOURCES COMMITTEE (G&HR) UPDATE

a. Chief Administrative Officer (CAO) Recruitment

b. Meetings

The Board Chair advised that the candidate list for the CAO had been narrowed, and updates will be provided to the Board once a candidate is selected. The G&HR Committee has met regarding the CAO recruitment, and other general governance and human relations issues, but has no outstanding issues to report at this time.

8. UNA NEGOTIATING COMMITTEE UPDATE

Director Mullen informed of the amendment to the requirement in Section 14.4(d) of the Neighbours' Agreement that the UCIPP Coverage includes a waiver of the right of subrogation against the UNA.

NEW/OTHER BUSINESS

9. UNA BOARD PROCEDURAL RULES

Director Holmes advised that in 2018, the UNA Board approved in principle a draft "Board Procedures Policy". This policy does not contain procedural rules to govern proceedings of the Board. It was proposed that a Board Procedural Rules Working Group be formed in accordance with the Terms of Reference included in the meeting's agenda package.

Discussion ensued during which comments included:

- All regional governments have a set of procedural rules
- The procedural rules will shape the order of Board meetings, and will include development of the agenda, Board member conduct, and how to raise procedural points
- The participation of the UNA Board Chair is not necessary in the Working Group, as the Board will have ample time for consideration of the draft before it is adopted
- A comprehensive list of procedures, including circumstances related to conflict of interest, can be modelled from other municipalities' procedures to best fit the interests of UNA.

Motion: That the Board approve the formation of the Board Procedural Rules Working Group and its Terms of Reference (Draft – Version 2), including the composition of the Working Group and the Chair as set out in the Terms of Reference. **Approved.**



10. UNA CONSTITUTION AMENDMENT

Director Mullen introduced a motion to approve the Terms of Reference and composition of the UNA Constitution Working Group. The Board was informed that the UNA's Constitution has not been reviewed for many years, and that the Neighbours' Agreement contains purposes that the UNA Board and UBC have agreed to, but do not exist in the Constitution. The Constitution requires an update to provide continuity with the Neighbours' Agreement and to clarify the existing language within the document.

The Board discussed the importance of revising the UNA Constitution to align with the Neighbours' Agreement, and confirmed that all three members of the proposed Working Group have agreed to their participation. The draft Constitution will be presented to the Board, and if approved will be presented as a resolution at a UNA Special General Meeting.

Motion: That the Board approve the Terms of Reference for the UNA Constitution Working Group (Draft – Version 4) and confirm the composition of the Working Group and the Chair as set out therein. **Approved.**

11. NEW TOPICS PROPOSED BY DIRECTORS

Director Kang noted safety concerns expressed by community members, and questioned whether there was space for UNA to speak to RCMP with respect to safety issues in the neighbourhood. Staff Sergeant Chuck Lan, RCMP had previously provided a statistical report on recordable events that had taken place in the university area, and consideration can be put towards inviting him to provide a presentation to the Board.

In response to a question raised regarding online electronic applications for Access Cards, Interim Co-Executive Director Sit advised that UNA staff is exploring options for paperless applications. An update will be provided when it is available at a future Board meeting.

The Board was informed that an inquiry was put forward to UBC with respect to the new raised garden plots on Ross Drive. It is not clear who owns or manages the garden plots; however, the presumption is that they will be managed by UNA. A permit has been submitted to UBC Campus Planning for the Nobel House garden expansion, and UNA is waiting for a response.

The Board recognized that this was the last meeting for Director Ilnitshi, and thanked her for her service as a Director on the UNA Board over the previous two years.

ADJOURNMENT – The meeting adjourned at approximately 6:40 pm.

The Board moved to Closed Session.



Director's Report

Dear UBC/UEL neighbours,

May 14, 2020

What unique times these continue to be for all of us. I hope that you're all coping as best you can and are able to spend some time outdoors as the weather warms. I feel fortunate to live in a place where it's so easy to soak in the beautiful – and healing – spring atmosphere of the forest while maintaining a safe physical distance from others. As someone trained in public health, I also am thankful that our province's response to this public health crisis has been driven by science, data and the expertise of public health experts like Dr. Bonnie Henry.

The BC Centre for Disease Control is looking for input from as many British Columbians as possible to better plan for the next phases of the response. If you haven't already done so, please take a few minutes (actually, it will take about 10 minutes of your time) to complete this secure and confidential survey:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-survey>.

Thank you to all who attended the April Town Hall. The feedback was excellent, and we were fortunate to be joined by a number of community leaders, including our Federal Member of Parliament (MP) Joyce Murray, Provincial Member of the Legislative Assembly (MLA) David Eby, Vancouver Coastal Health Authority Chief Medical Officer Dr. Patricia Daly, UBC President Santa Ono, RCMP Staff Sergeant Chuck Lan, UNA Board Chair Richard Watson, and UEL Community Advisory Council Chair Claire Huxtable.

I will host a second virtual Town Hall on Wednesday, June 3 at 7:15 pm (after the 7:00 pm cheer for frontline workers). Residents can join via Zoom on their devices or by telephone – **see sidebar above for details**. Minister Eby and President Ono have confirmed their availability, and I am waiting to hear from additional guest speakers.

Finally, just a gentle reminder that we are all facing different challenges throughout this pandemic. Let's continue to follow Dr. Henry's mantra: be kind to each other, be calm, and stay safe.

All the best,

Jen McCutcheon. (areaajen@gmail.com)

Second Virtual Town Hall

Wednesday, June 3 at 7:15pm

(following the 7:00 pm cheer for essential workers)

This virtual meeting is a chance for anyone in our broader community – those living at UBC or the University Endowment Lands to connect (virtually), ask and get answers to questions about local and regional COVID-19 responses, and to discuss how we can best support each other.

Join us via Zoom on your device:

<https://zoom.us/j/95145308726?pwd=RTd4Nkc2RkpgRWICU3h0QUl1ZkxGdz09>

Or by telephone: 778-907-2071

Meeting ID: 951 4530 8726

Password: 122980



Mayors' Council on Regional Transportation Updates

As you may have read in the news, TransLink and the BC Government have managed to avert the major cutbacks to our public transit system that were scheduled to take place on May 18. This will hopefully enable TransLink to continue to offer reduced but still useful transportation services to our region as the provincial COVID-19 restrictions begin to be lifted. Additional provincial and federal funding will still be needed to recapitalize TransLink by covering the projected \$400M+ in COVID-19 related losses in 2020.

Physical distancing and other public health measures will remain in effect on buses and SkyTrain for the safety of transit workers and riders. Some of the temporary service cuts that took place in late April, including suspension of the 68, and N17 night bus routes serving UBC, are no longer in effect. Routes 258 and 480 continue to be temporarily suspended due to low ridership and the availability of alternative routes.

You can read more about the evolving situation at TransLink on their [website](https://tripplanning.translink.ca/#/app/tripplanning): <https://tripplanning.translink.ca/#/app/tripplanning>



TransLink bus and RapidBus routes that service UBC peninsula (Image from TransLink)

Restarting BC

As we move toward the next phase of pandemic response in BC, we will all be keeping an eye on the guidance of our provincial government. As a “rule follower” my first response to the announcements about BC’s re-opening plan was one of mild confusion. I wanted to be told more specifically about what I could or could not do, and how many people I could engage with. However, the more I’ve thought about it and the more I’ve spoken with residents facing very different realities within this pandemic, the more I understand the wisdom of the official guidance. We each need to assess the risk to those close to us before deciding if we are ready to loosen our own restrictions. We also feel more at peace if we focus on our own choices, and not on others’ behaviour. If your circle does not include those who are at high risk, such as older adults or those who are immunocompromised, then the BC government provides the following guidelines for individuals and families:

- Stay at home and keep a safe distance from family when you have cold or flu symptoms.
- No handshaking or hugs outside of your family.



ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area A

MAY 2020

- Practice good hygiene, including regular hand washing, avoiding touching your face, covering coughs and sneezes, and disinfecting frequently touched surfaces.
- Keep physical distancing as much as possible when in the community, and where it is not possible to fully physical distance, consider using a non-medical mask or face covering.

In personal settings when you're seeing friends and family who don't live with you:

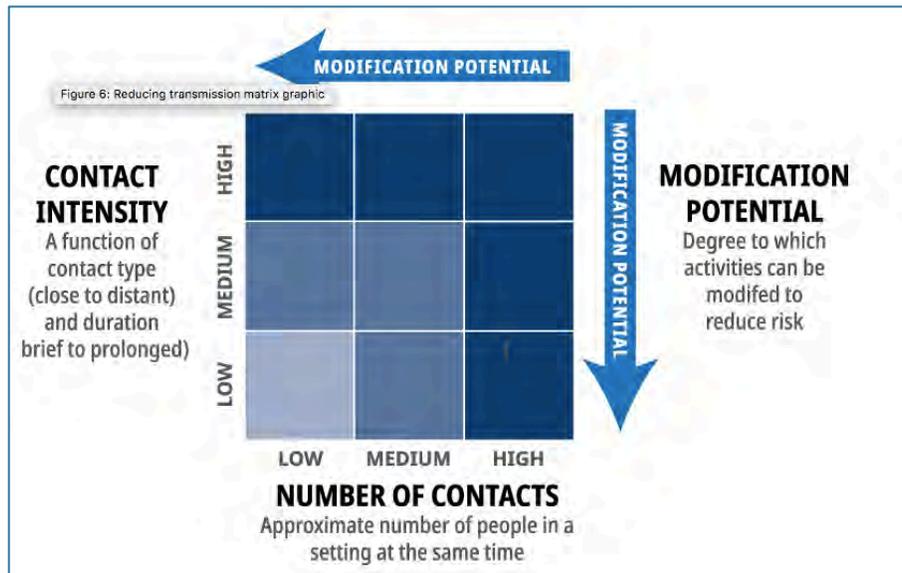
- Only get together in small groups of around two to six people and keep a physical distance.
- Stay home and away from others if you have cold or flu symptoms.

As the figure below shows, the more people you are in contact with, and the stronger the intensity (length of time and physical closeness) of each of those contacts, the higher your risk of contracting COVID19. BC residents have done a great job of flattening the curve – let's keep caring for each other by acting responsibility!

You can read more about BC's guidelines here: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan#individuals>

Remember that the jurisdiction of amenities like parks, fields and playgrounds is confusing out in the UBC/UNA/UEL areas. Please continue to follow the signs posted, and if you have questions, feel free to email me, and I can forward your questions to the relevant bodies (which include: UBC, UEL, UNA, Metro Vancouver or the Ministry of Transportation and Infrastructure!).

Finally, many local businesses are starting to open up again, so please consider patronizing them – they're facing tough times and without our support, they could be at risk of closing forever.



Government of BC figure describing the relationship between number and intensity of contacts (www2.gov.bc.ca)



ELECTORAL AREA A Director's Update

From Jen McCutcheon, Director, Electoral Area A

MAY
2020

Community Update



MariGold

Helping those in need
Building a stronger community
Together with MariGold Deliveries

Mission

Providing assistance to ALL neighbours in need
Prioritizing High Risk groups and Seniors

Values

- Helping those in need with compassion and care
- Act with uncompromising Honesty and Integrity in every aspect of operations
- Unshakable Reliability in work and service

Services

- FREE Grocery Deliveries
- Save on Foods
- Shoppers Drug Mart

Contact

Website: <https://marigoldfreedelivery.wixsite.com/campus>
Phone: 778 772 4201
Email: marigold.freedelivery@gmail.com



This is a new section to highlight awesome community initiatives. Please send me your ideas about people who are going out of their way to make our neighbourhoods even better. I know there are lots of examples, and I'd love to hear from you about some of them (email me at areaajen@gmail.com)

Here's something that was recently brought to my attention and absolutely warmed my heart!

Two UBC students – Aria Sedeghian and Yuxuan Deng - who live within our community have started MariGold, a new student-run service that offers free grocery delivery within the UBC and UEL area.

Their mission is to help those in need such as seniors, people with disabilities, or families who find it hard to commute outside for their groceries. The team are practicing physical distancing and cleaning of supplies during drop off throughout their service.

To the MariGold volunteers, I extend my gratitude for this outstanding initiative to help keep members of our community safe and healthy. For more information, check out their poster or website: <https://marigoldfreedelivery.wixsite.com/campus>

COVID-29 Information Resources

Health resources, COVID-19 statistics and other data:

1. BC Centres for Disease Control: www.bccdc.ca
2. BC Government Orders from Provincial Health Officer Dr. Bonnie Henry: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
3. Health Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Provincial/Federal Economic Recovery:

1. Provincial:
 - a. <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan#individuals>
 - b. <https://www2.gov.bc.ca/gov/content/employment-business/covid-19-financial-supports>
2. Federal: <https://www.canada.ca/en/departement-finance/economic-response-plan.html>



Metro Vancouver:

1. COVID 19 updates: <http://www.metrovancover.org/about/covid-19/>
2. Metro Vancouver Regional Parks (including Pacific Spirit Regional Park): <http://www.metrovancover.org/services/parks/>

Housing support:

Tips for residents living in condos or apartment: https://www2.gov.bc.ca/assets/gov/health-safety/7473_covid-19_apartment_poster_85x11.pdf

My Recent and Upcoming Meetings

Finance and Intergovernment Committee

Wednesday, May 13, 2020

Climate Action Committee

Friday, May 15, 2020

Metro Vancouver COVID-19 Response Task Force

Wednesday, May 6 and May 20, 2020

CAC Meeting Monday

May 19, 2020

UNA Board Meeting

Tuesday May 19, 2020

Fraser Valley Regional Library Board

Wednesday May 20, 2020

TransLink Mayors' Council

Thursday, May 28, 2020

Metro Vancouver Board Meeting

Friday, May 29, 2020

UBC/UEL Virtual Town Hall

Wednesday June 3, 2020

Please join!

Links & Connections

[Jen McCutcheon's Website](http://www.areaajen.ca)

www.areaajen.ca

[Jen McCutcheon's Facebook](https://www.facebook.com/AreaAJen)

www.facebook.com/AreaAJen

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

www.metrovancover.org

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

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

[Union of BC Municipalities](http://www.ubcm.ca)

www.ubcm.ca

[University Neighbourhoods Association](http://www.myuna.ca)

www.myuna.ca

[University Endowment Lands Administration](http://www.universityendowmentlands.gov.bc.ca)

www.universityendowmentlands.gov.bc.ca

[UEL Community Advisory Council](http://www.uelcommunity.com)

www.uelcommunity.com



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Campus and Community Planning
Date: May 11, 2020
Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

Within British Columbia, Provincial Health Officer Dr. Bonnie Henry, the BC Centre for Disease Control, Ministry of Health and Vancouver Coastal Health are leading the coordinated response to COVID-19. UBC continues to take direction from the BC Provincial Government as we plan and consider next steps. For a list of COVID-19 related updates, see <https://covid19.ubc.ca/>

Upcoming Film & Events Notification

May & June

May 18th – Victoria Day – University closed.

In response to COVID-19, UBC has cancelled programming to June 30th. Cancellations may be required to continue past June 30th, and further updates will be provided as new information becomes available.

Community Development

Kids Take Over UBC video is now available

In February, the community programming team, in partnership with the UBC Arts and Culture District, held the third annual Kids Take Over UBC. This family arts festival celebrates the role of kids in the arts by empowering them to take on adult-sized roles and exploring a variety of activities in theatre, music, and art. This successful event is captured in a special video available on our Facebook page. See <https://www.facebook.com/utownubc/videos/>

Community of Caring Grant

This April, in partnership with the Vancouver Foundation's Neighbourhood Small Grants Program, a special series of \$500 community grants was launched to support community projects that connect people socially while complying with COVID-19 physical distancing guidelines. Eligible projects could involve sharing skills, talents, or resources with each other. The response has been positive with over 10 applications submitted since April. Examples of projects that received funding include a free online training workshop on psychological first aid, a community Zoom group session focussed on arts and crafts, and the distribution of care packages. For more information see: <https://utown.ubc.ca/caringcommunity>

Kids Fit @ Home Challenge

Our popular Kids Fit program, delivered in partnership with UBC Kinesiology Active Kids, returns this year as a free online home challenge for kids between 7-12 years old that live on campus. The weekly program runs from May 25 to June 22 and features themes such as gymnastics, dance, and sports, and more – all adapted for kids to be active indoors! The challenge is delivered online through videos and self-guided activities by senior-level students in UBC's School of Kinesiology. Kids can enjoy fitness and fun in the comfort of their home through weekly Movement Missions. Participants will track their accomplishments in order to receive a special prize at the end of the challenge. Registration is free and is open until May 17th, or when spots are filled at <https://kin.ubc.ca/kidsfit>

Engagement and Consultation

UBC Climate Emergency Community Engagement

In December 2019, the UBC Board of Governors unanimously endorsed a [Declaration on the Climate Emergency](#). The declaration includes the commitment to establish a Climate Emergency Task Force, a community engagement process, and an acceleration of climate actions across both the UBC Vancouver and Okanagan campuses.

The climate emergency community engagement process was launched in late February. To date there have been over 3,200 participants from the UBC community that took part in various activities - 1,985 participants filled in the online survey, over 1,000 participants attended pop-up events hosted on the Vancouver and Okanagan campuses, 70 participants attended in group discussions at the Vancouver campus-wide forum, and 180 participants attended the panel discussion at the same forum.

With the impacts of COVID-19 setting in mid-way through the community engagement period, the process was adjusted to allow more time for the transition to virtual community dialogues, and to engage UBC's Indigenous and marginalized communities, as part of these dialogues.

A series of topic-based online community dialogues will be taking place from May 19 to June 30. These virtual events, hosted on Zoom, offer students, faculty, staff, and the campus community a chance to learn, engage, and discuss bold actions around the climate crisis. The

process encourages a diversity of people to participate and share their perspectives to help shape the university's response to the climate emergency. These events are free, open to all. Space is limited and registration is required. To register for a virtual dialogue and learn more about the UBC's response to the climate emergency see <https://climateemergency.ubc.ca>.

The UBC Board of Governors will also receive an interim update on findings from the Climate Emergency Task Force on the engagement process to date and a description of the upcoming online community-led dialogues. The report will be posted at <https://climateemergency.ubc.ca> in June.

Wesbrook Neighbourhood Plan Amendment and Development Permit Handbook Amendment

In April 2020, the UBC Board of Governors approved an amendment to the [Wesbrook Place Neighbourhood Plan](#) to support the university's priority to advance the delivery of faculty-staff housing. The 2012 Housing Action Plan (HAP) ensures that at least 20% of future housing on campus be restricted rental for faculty and staff. In summary, this amendment maintains the planned population, density, buildable floor space and open space by re-designating sites for 3-storey townhouses and 2 towers as sites to 6-storey buildings. This enables up to 500 faculty-staff below-market rate rental units; and meets the 20% HAP faculty-staff housing target, with increases of up to 22% over the next 10 years.

The process for consulting on the proposed amendment included meetings with advisory bodies, and a public consultation period (February 10-24). The public consultation included an online survey (February 10-24) and a public open house (February 11). More information about the Plan amendment process is available at <http://planning.ubc.ca/wesbrookplace>

With the recently approved changes made to the Wesbrook Neighbourhood Plan, a consequential amendment is being made to the Development Handbook to align the two documents. The amendment is available for public review and comment until May 16th. The amendment to the Development Handbook will be presented to the Board of Governors for approval in June 2020. Visit <https://planning.ubc.ca/development-handbook-amendment> for more information.

Stadium Neighbourhood Plan

No new updates on this project since last month's report.

New Recreation Centre

In accordance with UBC's Capital Projects Policy, a Board 1 approval request for a New Recreation Centre is being presented to the UBC Board of Governors in June. Planning for a new recreation centre emerged from the 2017 UBC GamePlan: 20-year Recreation and Athletics Facilities Strategy. The Strategy supports UBC's commitment to wellbeing by meeting a growing need for recreational fitness and gymnasium space. The new facility will provide much needed

recreation space including a state of the art fitness centre, three gymnasiums, an indoor track, and many other amenities.

In February 2020, the UBC community was consulted on the location, surrounding public realm and general vision for the recreation centre. In summary, 112 community members participated, with the majority of feedback expressing support for the proposed recreation centre. There were some concerns raised about the close proximity between this new facility and the existing UBC Life Building. Pending approval of this project, staff are recommending that particular attention be given during the design process to create a vibrant and comfortable space between the two buildings; support the extension of the UBC Life Building's north/south pedestrian spine; and to mitigate where possible impacts on the existing UBC Life Building users. A full consultation summary will be available in June at <http://planning.ubc.ca> .

Construction and Transit Updates

Rehabilitation Phase 2 Wesbrook Mall Upgrades

The Wesbrook Mall corridor from 16th Avenue to Chancellor Boulevard is being upgraded in phases to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. The first phase of the Wesbrook Mall Upgrades was completed in 2019.

The second phase of construction between Thunderbird Boulevard and University Boulevard started on May 4, 2020. Improvements will focus on the bus, pedestrian, and cyclist environment to provide users with a more positive experience along the corridor and promote sustainable travel modes. The existing travel lanes will be fully rebuilt to create two travel lanes for general vehicle traffic and two travel lanes for buses. In addition, dedicated bike facilities will be built and lighting along the corridor will be improved. At Agronomy Road, the channelized right turn lanes on the west side of the intersection will be removed, which will significantly improve the safety for pedestrians and cyclists at that intersection. For more details on the construction schedule visit <https://planning.ubc.ca/wesbrook-mall-upgrades-phase-2>

These planned road improvements were informed by [two phases of public consultation done in 2015](#) as part of the planning for the U Boulevard Area. The improvements to the Wesbrook Mall corridor are being done in collaboration with the University Endowment Lands, the University Neighbourhoods Association, TransLink, and Metro Vancouver.

Development Project Updates

For more information on development projects please visit: <https://planning.ubc.ca/planning-development/projects-and-consultations>

DP 17014T-1 Nobel House Antennas Amendment

On April 9, 2020, the development permit for the telecommunication antennas on the rooftop of Nobel House was amended to include 3 replacement and 3 additional antennas. Work will commence in the next 3-4 months, with the bulk of the work being completed within a 30 day period. During this time, any noise generating work will be concentrated to 2 – 3 weeks and residents will be notified in advance of any disruptions.

DP07010-2 Nobel Park Community Garden Expansion

On April 21, 2020, Development Permit 07010 was amended to include the addition of 7 new garden beds to the existing community garden at Nobel Park.

DP04012-3 Old Barn Children’s Garden Sign

On April 21, 2020, Development Permit 04012 was amended to include a sign for the Children’s Garden at the Old Barn Community Centre.

SLP20005 Water Pump Station Civil Works

On April 30, 2020, a Streets and Landscape permit was issued for improvements of infrastructure related to the construction of a new water pump station to increase service capacity on campus. The infrastructure improvement works, in the area around the Martha Piper fountain on Main Mall and University Boulevard, are expected to be completed in early 2021.

SLP20012 Wesbrook Mall Roadway Rehabilitation Phase 2 (also reported in the Engagement and Consultation section of this report)

On March 19, 2020, a Streets and Landscape permit was issued for redevelopment of the Wesbrook Mall Roadway from University Boulevard to Thunderbird Boulevard. The works are scheduled for May until the end of September and include roadway rehabilitation, paving and road markings, bike lane, landscaping, utility works, and lighting improvements.



Date: May 19th, 2020
From: Andrew Clements – Interim CO- ED
Re: Covid-19 Operational Update

Background: Since March 1, 2020, all UNA offices and facilities have been closed due to the COVID-19 Pandemic. This document will serve as an update around UNA responses to the pandemic from April 21-May 19, 2020

Decision Requested

For Information

Discussion

Finance

The UNA community centres and main office closed on March 17, 2020. All programs and bookings related to this period have been cancelled and refunded. Effective May 1, 27 part time employees were laid off due to the shortage of work. The UNA finance department has applied for and received the Temporary Wage Subsidy and has applied for the Canada Emergency Wage Subsidy. The following outlines both subsidies and their projected assistance to the UNA.

Government Funding

Temporary Wage Subsidy (TWS)

- 10% reduction in payroll costs (capped at \$25,000/organization, \$1,375/employee)
- Directly reduces payroll tax remittances
- Eligible period: March 18, 2020 – June 19, 2020

Canada Emergency Wage Subsidy (CEWS)

- 75% of payroll less TWS (capped at \$847/employee per week)
- Period 1: March 15, 2020 – April 11, 2020 (*Applied - total \$67,000*)
- Period 2: April 12, 2020 – May 9, 2020 (*Apply once P1 approved – est. \$58,000*)
- Period 3: May 10, 2020 – June 6, 2020 (*Apply once P2 is approved – est. \$44,000*)
- Subsidy paid directly to the UNA's bank

As a not-for-profit organization, the UNA is at a great advantage as it is eligible for the CEWS compared to municipalities, as government organizations, that are not. This subsidy allows the UNA to partially fund permanent part time and full-time employees and continue working on strategic initiatives with reduced financial losses to the organization.

Operations

In collaboration with UBC, after receiving notification from Vancouver Coastal Health that it was appropriate to re-open some outdoor recreation spaces, the UNA opened Nobel Field. Clear signage promoting appropriate social and physical distancing was displayed to encourage



responsible use of the facility by residents. UNA Field is also expected to open soon. Preparations are being made to develop several administrative controls that will allow for the phased re-opening of our offices and services. Please see Re-Opening Plan briefing note.

Recreation

The Recreation Team has started to explore the offering of virtual classes. A few pilot programs have so far received positive responses from the community. The first online Community Connect Night saw 30 people in attendance. Over 80 people have registered for the two Parenting and Education sessions this May, which exceeds the number of physical spaces we would have if we offered the program in person at the Community Centres.

To mitigate social isolation, improving senior's digital literacy has been identified as a priority and three Computer Help sessions have been scheduled for May. Several requests have been received from seniors for private computer help as well. A part-time Computer Assistant will be hired to provide on-going technical support to seniors. The position will be financed through the Healthy Seniors, Resilient Community Project, in which the UNA received over \$14,000 to deliver seniors programs. Other offerings that will be delivered, through the grant starting in June, include Chair Yoga, Singing at Home, Computer Café, Seniors and Friends Social Time, and English Learners' Café.

Communications

Communications created and designed signage for closing and re-opening of outdoor recreation facilities. Signs were posted in multiple places on both community fields and all playgrounds in the UNA. For the most part, the UNA is not able to enforce penalties around those who might violate the closures, however, working with UBC Campus and Community Planning, we are able to monitor the closed sites and give reminders to people who are still using them.

Communications department helped create an engagement plan for the UNA ambassador program. The program's goal is to empower some permanent part time front desk staff to go out safely and interact with residents, answer questions and establish a presence in the neighbourhoods during the time when community centres are closed. All staff members are exercising physical distancing. The program has been met with positive feedback, so far.

Communications continues to support the program through weekly briefings. We have continued our work on launching the new website, pivoting quite a bit, as the content hierarchy has changed significantly. The cancellation of programs meant that our plans of launching a recreation-centric homepage had to be revisited and revised. This meant building and launching with a second contingency homepage that will be used during the duration of the pandemic. We also completed outdoor marketing photography for the website with a small team that observed physical distancing while on the shoot.

Communications continues to send newsletter and website updates regarding COVID-19-related service changes, as well as to work on promoting programs in collaboration with Recreation Department, including new online events, workshops and online seniors' programs.



Date: May 11, 2020
From: UNA Constitution Working Group
Re: Proposed UNA Constitution

Recommendation:

That the Board

- (a) approve for consultation the report dated May 11, 2020, titled “Proposed UNA Constitution”;
- (b) direct staff to include a link to the report in the next two UNA newsletter emails and invite comments from residents by June 5, 2020; and
- (c) authorize the UNA Constitution Working Group to provide a copy of the report to UBC with a request for confirmation by June 5, 2020 that the proposed UNA Constitution complies with section 3.1 of the Neighbours’ Agreement 2015.

Background:

The formation of the UNA Constitution Working Group and its terms of reference were approved by the Board at its meeting on April 21, 2020. The reasons for the formation of the Working Group are set out in the briefing note to the Board dated April 7, 2020, and included with the agenda package for the open session of the Board’s April 21, 2020 meeting.

The UNA’s Constitution sets out the purposes of the UNA as a society. A society’s purposes state, in general terms, what the society has been established to do and delimit the activities that the society can undertake. Amendments to the Constitution require the approval of UNA members in a general meeting. Currently, the threshold for approval is 75% of the votes cast.

Pursuant to the Neighbours’ Agreement 2015 (NA 2015) – an agreement between the UNA and UBC – the UNA has agreed that its Constitution will include specified purposes. However, NA 2015 does not have the effect of making those purposes the purposes of the UNA. The UNA’s only purposes are those set out in its Constitution.

The starting point for the Working Group was the proposed Constitution (the “SGM Constitution”) approved by the Board at its March 2020 meeting for a vote by UNA members (along with the proposed UNA Bylaws). The SGM Constitution is substantially the same as the current Constitution. The only material change is the inclusion of references to Designated Buildings in the UNA’s purposes.

Attachments to Report

This report includes the following attachments:

Attachment 1: The SGM Constitution.

Attachment 2: The Constitution proposed by the Working Group.



Attachment 3: A table showing the purposes in the SGM Constitution, the changes proposed by the Working Group to that version of the Constitution, and the purposes required by NA 2015.

Attachment 4: A table showing the purposes that the Working Group proposes be added to the Constitution.

Amendments to the Constitution Proposed by the Working Group

Attachment 3 shows the amendments proposed by the Working Group to the purposes in the SGM Constitution. For the most part, these are minor changes to bring the purposes into better alignment with NA 2015.

Attachment 4 shows the new purposes that the Working Group proposes be added to the Constitution. These include:

- The provision of municipal-like services. It is rather surprising that, although this is a major function of the UNA pursuant to NA 2015, it is not currently one of the purposes in the UNA's Constitution.
- The representation of the interests of residents generally. This is a purpose required by NA 2015.
- Taking positions on matters relating to land use and development on the UBC campus, and presenting those positions to UBC and other entities. While this purpose is included in the representation of the interests of residents generally, it is desirable to make it explicit.

Next Steps

Since the UNA Constitution is a document that “belongs to” all UNA members, members should be given an opportunity to comment on the proposed Constitution. Given the limited nature of this project, the time allowed for consultation can be short.

UBC should be given an opportunity to confirm that the proposed Constitution complies with the requirement in NA 2015 that the Constitution include specified purposes.

The Working Group recommends that the final version of the proposed Constitution be submitted for a vote of members at the special general meeting to be held later this year. This vote would be independent of, and would follow, the vote on the proposed SGM Constitution and Bylaws approved at the March 2020 Board meeting. This timeline may require that the proposed Constitution be approved at the June Board meeting for submission to a vote of members.

Attachment 1

CONSTITUTION

1. The name of the Society is the UNIVERSITY NEIGHBOURHOODS ASSOCIATION (the "*Association*").
2. The purposes of the Association are:
 - (a) To promote a distinctive "university-town" community that will support and enhance The University of British Columbia's ("UBC") academic mission particularly for the common good of those residents within the Local Areas and Designated Buildings, as defined in the Bylaws;
 - (b) To promote, develop and deliver services, amenities and facilities which better provide for the development of good neighbourhoods within the Local Areas and Designated Buildings, particularly for residents with respect to community health, safety, education, culture, recreation, comfort or convenience;
 - (c) To operate and maintain, or provide for the operation and maintenance, of any properties which may from time to time be designated, leased, licenced or otherwise conveyed to the Association for operation and maintenance as areas serving the general well-being of the residents with regard to community health, safety, education, culture, recreation, comfort or convenience of the residents;
 - (d) To receive funds from UBC, the residents and others, and to use such amounts for the fulfilment of any and all of the purposes set out above in any lawful manner as determined by the board of directors of the Association; and
 - (e) To promote, in the conduct of business and work of the Association, qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community, particularly through work to:
 - (i) establish, advance and perpetuate information management and liaison systems; and
 - (ii) provide timely input with respect to enhancing the quality of life in the public realm of the neighbourhoods,

for the ongoing development of a community for living, working and learning in a creative, healthy, safe, enjoyable, and interactive environment.

Attachment 2

UNA CONSTITUTION PROPOSED BY WORKING GROUP

1. The name of the Society is the UNIVERSITY NEIGHBOURHOODS ASSOCIATION (the "Association").
2. The purposes of the Association are:
 - (a) To promote a university-town community that supports and enhances the academic mission of The University of British Columbia ("UBC");
 - (b) To undertake community-building measures to develop a healthy and vibrant community
 - (c) To provide services for the Local Areas and Designated Buildings (as defined in the Bylaws) similar to the services provided by a municipality;
 - (d) To provide services, amenities and facilities that assist in the development of good neighbourhoods within the Local Areas and Designated Buildings, and that promote health, safety, sustainability, communication, interaction, culture, recreation, comfort, and convenience;
 - (e) To operate and maintain property which is designated, leased, licensed or otherwise conveyed to the Association for the well-being of residents with regard to health, safety, sustainability, communication, culture, recreation, comfort, and convenience;
 - (f) To represent the interests of residents generally, including, for greater certainty, with respect to UBC, the BC Government, Metro Vancouver, Vancouver, and any other public or private entity or any individual;
 - (g) To take positions on matters relating to land use and development on the UBC campus that the UNA considers to be in the best interests of residents of the Local Areas and Designated Buildings and to present those positions to UBC and other entities;
 - (h) At the request of the UBC Board of Governors, to act as an advisory board pursuant to section 34 of the University Act;
 - (i) To foster interaction between residents and the UBC academic community, to assist in enabling such interaction, and to facilitate access by residents to UBC academic programs;
 - (j) To receive funds from UBC, the residents and others, and to use the funds for the Association's purposes; and
 - (k) To promote, in the conduct of business and work of the Association, qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community

Attachment 3

UNA Constitution Working Group Proposed Changes to UNA Purposes

#	NA 2015 Required Purposes (Section 3.1)	Purposes in SGM Constitution	Comments and Proposed Purposes
1.	(a) the promotion of a distinctive university town community that will support and enhance UBC’s academic mission particularly for the common good of the Residents, and undertaking community-building measures to develop a healthy and vibrant community	(a) To promote a distinctive “university-town” community that will support and enhance The University of British Columbia’s (“UBC”) academic mission particularly for the common good of those residents within the Local Areas and Designated Buildings, as defined in the Bylaws	<p>Minor changes to better align with NA 2015; deletion of the portion starting “particularly for the common good”, which makes no sense; and addition of the second part of the NA2015 purpose as a separate purpose:</p> <p>(a1) To promote a university-town community that supports and enhances the academic mission of The University of British Columbia (“UBC”)</p> <p>(a2) To undertake community-building measures to develop a healthy and vibrant community</p>
2.	(b) the provision of services, amenities and facilities for the development of good neighbourhoods within the Neighbourhood Housing Areas, and which promote community health, safety, sustainability, communication, interaction, culture, recreation, comfort or convenience for the Residents	(b) To promote, develop and deliver services, amenities and facilities which better provide for the development of good neighbourhoods within the Local Areas and Designated Buildings, particularly for residents with respect to community health, safety, education, culture, recreation, comfort or convenience	<p>Minor changes to better align with NA 2015 and proposed NA 2020 (which includes a reference to Designated Buildings):</p> <p>(b) To provide services, amenities and facilities that assist in the development of good neighbourhoods within the Local Areas and Designated Buildings (as defined in the Bylaws), and that promote health, safety, sustainability, communication, interaction, culture, recreation, comfort,</p>

#	NA 2015 Required Purposes (Section 3.1)	Purposes in SGM Constitution	Comments and Proposed Purposes
			and convenience
3.	(c) the operation and maintenance of any part or parts of Neighbourhood Housing Areas which may from time to time be designated, leased, licensed or otherwise conveyed to the UNA for the general well-being of the Residents with regard to health, safety, sustainability, communication, culture, recreation, comfort or convenience of the Residents	(c) To operate and maintain, or provide for the operation and maintenance, of any properties which may from time to time be designated, leased, licenced or otherwise conveyed to the Association for operation and maintenance as areas serving the general well-being of the residents with regard to community health, safety, education, culture, recreation, comfort or convenience of the residents	Minor changes to better align with NA 2015: (c) To operate and maintain property which is designated, leased, licensed or otherwise conveyed to the Association for the well-being of residents with regard to health, safety, sustainability, communication, culture, recreation, comfort, and convenience
4.	(d) the management of funds collected by UBC and deposited in the Neighbours' Fund pursuant to this Agreement	Not included	UBC has not given the UNA the power to manage funds deposited in the Neighbours' Fund and is unlikely to do so. Hence, it is not proposed to add this purpose.
5.	(e) the collection of funds from Residents and others pursuant to Article 8.5	See purpose (d)	Purpose (d) below is broader.
6.	(f) the use of the funds referred to in subparagraphs (d) and (e) but only for the fulfilment of the purposes set out in this Agreement and any other applicable agreements between UBC and the UNA	(d) To receive funds from UBC, the residents and others, and to use such amounts for the fulfilment of any and all of the purposes set out above [i.e., (a) to (c)] in any lawful manner as determined by the board of directors of the Association	Allow funds to be used for all UNA purposes. Any restrictions should be in the NA. (d) To receive funds from UBC, the residents and others, and to use the funds for the Association's purposes
7.	(g) the representation of the interests of the Residents generally and as regards to the collection, management and spending of the	Not included	The purposes proposed to be added to the UNA's Constitution (see separate table) include the representation of the interests

#	NA 2015 Required Purposes (Section 3.1)	Purposes in SGM Constitution	Comments and Proposed Purposes
	Neighbourhood Levy and Community Amenity Charges		<p>of residents generally.</p> <p>The UNA has no role with respect to the collection and management of the Neighbourhood Levy and Community Amenity Charges. As for representing the interests of residents with respect to the spending of these amounts, the purpose of representing the interests of residents generally includes representation with respect to this specific matter.</p>
8.	(h) the promotion, in the conduct of business and work of the UNA, of the qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community	<p>(e) To promote, in the conduct of business and work of the Association, qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community, particularly through work to:</p> <p>(i) establish, advance and perpetuate information management and liaison systems; and</p> <p>(ii) provide timely input with respect to enhancing the quality of life in the public realm of the neighbourhoods,</p> <p>for the ongoing development of a community for living, working and learning in a creative, healthy, safe, enjoyable, and interactive environment</p>	<p>Limit to the purpose required by NA 2015. The rest of purpose (e) is inappropriate because (i) it does not fit with the first part; (ii) the reference to information management and liaison systems does not belong in the purposes: and (iii) it adds nothing to the other purposes.</p> <p>(e) To promote, in the conduct of business and work of the Association, qualities of good neighbours, including civility, fairness, good faith, respect and understanding, all in the context of being a unique part of the UBC community</p>

Attachment 4

UNA Constitution Working Group Proposed Additions to UNA Purposes

#	Proposed Purpose	Comments
1.	To provide services for the Local Areas and Designated Buildings similar to the services provided by a municipality	Surprisingly, this is not included in the UNA's Constitution even though it is one of the main roles delegated to the UNA under NA 2015. While purpose (b) of the Constitution may include a few of these services, it is nowhere near broad enough.
2.	To represent the interests of residents generally, including, for greater certainty, with respect to UBC, the BC Government, Metro Vancouver, Vancouver, and any other public or private entity or any individual	The first part of this purpose is required by s. 3.1(g) of NA 2015 and should already be in the Constitution. S. 3.1(g) of NA 2015 reads: (g) the representation of the interests of the Residents generally and as regards to the collection, management and spending of the Neighbourhood Levy and Community Amenity Charges
3.	To take positions on matters relating to land use and development on the UBC campus that the UNA considers to be in the best interests of residents of the Local Areas and Designated Buildings and to present those positions to UBC and other entities	The previous purpose encompasses this purpose. However, including it as an explicit purpose ensures that there is no doubt.
4.	At the request of the UBC Board of Governors, to act as an advisory board pursuant to section 34 of the University Act	As noted in section 3.4 of NA 2015, the Board of Governors has requested, and the UNA has agreed, that the UNA Board will act as an advisory board. However, this is not included as one of the UNA's purposes. Section 34 of the University Act allows the UBC Board of Governors to appoint advisory boards and to refer any subject or matter to an advisory board.

#	Proposed Purpose	Comments
5.	To foster interaction between residents and the UBC academic community, to assist in enabling such interaction, and to facilitate access by residents to UBC academic programs.	This could include obtaining greater access for residents to university lectures, courses, programs and related activities. It could also include assisting with the development of joint initiatives involving residents and members of the academic community.



Date: **Date:** **May 19th, 2020**
From: Andrew Clements Interim CO-ED
Re: Re-opening plan

Background:

Since March 17th, 2020 all UNA offices and facilities have been closed due to the COVID-19 Pandemic. On May 6th the British Columbia Government released BC's Restart Plan. The following has been developed by closely following the recommendations put forth in that document to address the UNA's phased reopening plan.

Recommendation:

That the Board approve:

The recommended approach to returning to a modified level of service delivery and staffing at our community centres and offices, with an understanding that these recommendations may change as more information is received from the appropriate governing bodies.

Discussion

Administrative and Programming Offices

Staff will be creating a calendar that will help to organize their time working at their respective offices. Twice a week staff will be given the opportunity to work from their office with total numbers being limited on any one day. The Administrative Office will allow no more than 4 people at one time at their workstations, where as the Programming Office at WCC will allow for no more than 3. WCC does however allow for more employees to work at the front desk and in meeting rooms if needed.

Recreation Services

Presently the British Columbia Recreation and Parks Association (BCRPA) has been assigned the task of delivering recommendations to the Provincial Government regarding a coordinated approach to reopening. The UNA has been contributing to these conversations through weekly updates hosted by BCRPA.

The BCRPA report to the Provincial Government will be delivered on May 20th and released publicly shortly thereafter. From initial conversations with senior recreation leaders around the lower mainland and province, the UNA's proposed approach is in alignment with the general trends and best practices that are occurring throughout the



lower mainland. The UNA recreation department is planning on proceeding with the following framework, providing that the BCRPA recommendation is adopted by the Province and our strategy does not have any controversial elements in its approach.

Having categorized our programs into low, medium, and high risk, the recreation department plans on operating at or around 30% of regularly scheduled programs through the summer months. Essential programs of low risk include delivering two weekly internal summer adventure camps at WCC (maximum of 8 campers per camp), one external summer camp delivered at OBCC, one outdoor bootcamp or power yoga course (occurring in the gymnasium in case of bad weather), and private music lessons held in the teen and senior centre where appropriate physical distancing may be observed. These programs allow for the centres to remain closed to the public over the summer and participants can arrive and depart through side exit doors located on each of the social, art and teen and senior rooms.

Virtual programming for seniors including computer help, a social coffee chat and chair yoga will be delivered as part of the funding obtained through the New Horizons for Seniors Grant beginning in June.

Cleaning

Staff are participating in new training protocols that highlight proper sanitary and cleaning controls. Time will be spent between lessons and activities wiping down and sanitizing high touch areas etc. Tricom, our external cleaners, will be on sight addressing general and high touch areas.

Field bookings

Field bookings by external sport organizations will not be considered until a guiding document is delivered to the Provincial Government around recommendations for the safe re-integration of Provincial and amateur sport organizations. ViaSport is responsible for producing that document.

Outdoor Facilities

Presently the UNA has opened Nobel Field and is planning to reopen the UNA Field shortly. UNA Parks are open however playgrounds are not. Presently there are no playgrounds opened throughout the lower mainland. The UNA will most likely follow the City of Vancouver's lead on reopening playgrounds.