



## MINUTES

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### PRESENT:

Richard Watson – Chair  
Tor Album  
Bill Holmes  
Carole Jolly

Jane Kang  
Murray McCutcheon  
Terry Mullen  
Kalith Nanayakkara

### STAFF:

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

### GUEST:

Sundance Topham

### RECORDING SECRETARY:

Jessi Connaughton – Raincoast Ventures Ltd.

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### A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:32 p.m. The Board Chair acknowledged that the meeting was held online, but regularly meets on the unceded traditional territory of the Musqueam people.

### B. APPROVAL OF AGENDA

A community member from Wesbrook was invited to speak about community safety, under Item E – Delegations.

#### Motion:

That the Board approve the May 19, 2020 Agenda, as amended.

**Carried**

### C. APPROVAL OF MINUTES

The Board reviewed the April 21, 2020 Meeting Minutes, and provided no comments or amendments.

#### Motion:

That the Board approve the Minutes of the April 21, 2020 Meeting, as presented.

**Carried**



## D. EXTERNAL REPORTS AND PRESENTATIONS

### 1. TRIUMF Report 2019

Jon Bagger, Director, TRIUMF, commented on the importance of keeping open lines of communication with UNA's neighbourhoods and provided a brief background on the operations of the medical isotope production facility.

Joe Mildenberger, Acting Chief Safety Officer, TRIUMF, reviewed a presentation that highlighted the measurements of background radiation, how TRIUMF produces radiation, and the measures and models in place to ensure radiation safety within the facility and in the surrounding neighbourhoods.

During discussion, it was noted that, in the event of an earthquake, power to the facility's accelerator would be cut and would immediately prevent the escape of radiation from the facility. Board members were encouraged to visit the facility for a tour when the COVID-19 pandemic restrictions are lifted.

### 2. Electoral Area A Report

The agenda varied to consider this item during the Open Discussions portion of the meeting.

### 3. Campus And Community Planning Report

The Board received the Campus and Community Planning Report included in the meeting's agenda package for information and did not offer any questions or comments.

## E. DELEGATIONS

### 1. Community Safety

In the absence of the individual who requested to speak on community safety in Wesbrook, it was agreed that Director Kang would speak to this issue in the Open Discussion portion of the meeting.

## F. REPORTS

### 1. COVID-19 Update

Interim Co-Executive Director Clements noted an error in the COVID-19 Operational Update report included in the meeting's agenda package, where the date under the "Background" section should read March 17, 2020, instead of March 1, 2020.

The Board was advised that UNA applied for and received the Temporary Wage Subsidy, and the application for Period 1 of the Canada Emergency Wage Subsidy (CEWS) looks promising. It was noted that UNA is a not-for-profit organization, and is therefore at an advantage for eligibility for CEWS over other municipalities and government organizations.

UNA opened Nobel Field, and is working on plans to open UNA field, after receiving notification from Vancouver Coastal Health that the reopening of some outdoor recreating spaces was permitted. The Recreation Team is exploring options for

digital programming, and has reached out to seniors in the community to provide some digital literacy support. UNA permanent part time staff have been pivoted to the UNA Ambassador Program, with the goal of reminding residents that UNA is still active, working and available to answer questions despite community centres being closed.

*Director McCutcheon joined the meeting at 6:00 p.m.*

## **2. Governance And Human Resources Committee (G&HR) Update**

### **a. Chief Administrative Officer (CAO) Recruitment**

The Board Chair introduced Sundance Topham as the new UNA CAO, who will assume the position as of June 1, 2020. The Communications Outline for the announcement of this position was included in the meeting's agenda package.

Mr. Topham expressed his appreciation for the opportunity, and his enthusiasm for working with the UNA in the near future.

## **3. Finance Committee Update**

Director Album referenced the Finance Committee report included in the meeting's agenda package, and noted that successful applications to the federal wage subsidy programs, as well as the subsequent measures taken by UNA have resulted in an almost negligible projected shortfall or deficit due to the COVID-19 pandemic.

The Board was advised that the federal government has noted a possibility of extending the CEWS program, in which case UNA will apply for the period beyond June 6, 2020.

## **4. Report From The UNA Constitution Working Group**

Director Mullen informed that the UNA Constitution Working Group's three objectives included: to align the Constitution's purposes with the requirements of the Neighbour's Agreement; to improve the syntax of the Constitution; and to include additional important purposes to align with the work that UNA is undertaking. The Board was referred to the "Proposed UNA Constitution" report included in the meeting's agenda package for further detail.

Board Directors discussed the following:

- The sequence of providing the proposed Constitution report to the community and to UBC, and whether it should be presented to UBC prior to the community
- Clause 1 speaks to formalizing the connection between residents and the academy, and consideration should be put towards whether UNA can commit to facilitating access to UBC programs
- The rationale behind specifying land use and development under purpose G.



**Motion:**

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.

**Carried**

*(Director Jolly abstained)*

**G. UNFINISHED BUSINESS**

There was no discussion under this Agenda Item.

**H. NEW BUSINESS**

**1. Restart Plan**

Interim Co-Executive Director Clements referenced the "Re-opening Plan" report included in the meeting's agenda package, and advised of the risk mitigation framework for summer programming, the assessed risk level of such programs, and the plan to run programs at 30% capacity over the summer months.

Administrative and programming staff will have the option to work in the office a few days each week, while ensuring proper social distancing and enhanced cleaning protocols. It is recognized that recreation programs are unlikely to return to full capacity for some time, but that there are opportunities to provide some essential services and low risk programs.

Discussion ensued on the following:

- A decision will be made on the re-opening of the Wesbrook Community Field in the coming week
- The risk mitigation framework allowed for the determination of running low risk programs, and was based on best practices from other municipalities
  - Low risk programs make up approximately 30% of the total programs normally run by UNA
- Registration for summer programs will be June 1, 2020, and the programs will begin in July 2020
- An announcement for UNA summer programming will be made after a provincial announcement is made, and once British Columbia's Recreation and Parks Association (BCRPA) guidelines are released
- UNA is actively investigating options for online delivery of programs
- UNA and UBC should be coordinating and sharing information with regards to start up plans for summer programming
- Staff has been working closely with BCRPA for guidance on field re-opening for sport organizations



- UNA is taking a cautious approach to the re-opening of playgrounds, and will wait for other municipalities to re-open their playgrounds before a decision is made.

The Board Chair invited directors to discuss the recommendation that the Board approve the recommended approach to returning to a modified level of service delivery and staffing at UNA community centres and offices.

During discussion, it was noted that UNA staff have worked with municipalities and other experts in order to make the best decisions regarding summer programming. Further information around the rationale for programs that are being offered could be requested from the Co-Executive Directors, with the understanding that staff are working with provincial guidelines and regulations, and are doing their best to move ahead in the face of the continually evolving situation.

**Motion:**

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.

**Carried**

**I. OPEN DISCUSSION**

**1. Resident Safety Issues**

Director Kang advised that concerns had been raised with respect to safety of community members with the increased heavy truck traffic along 16<sup>th</sup> Avenue due to ongoing construction projects.

Director Kang will send the email from the concerned community member with respect to safety of residents and construction traffic to the UNA Board. This email can be brought to UBC's Transportation and Engineering department, for clarification around the safety provisions currently in place.

*The agenda varied to consider Item D.2, Electoral Area A Report, at this time.*

**D. EXTERNAL REPORTS AND PRESENTATIONS**

**2. Electoral Area A Report**

Jen McCutcheon informed that a Townhall Meeting has been scheduled for June 3, 2020 and that suggestions for discussion topics are welcomed. The Board is supportive of the request for the Electoral Area A newsletter to be circulated through strata chairs, and can be operationalized quite easily through prepared distribution lists.

*The order of the agenda resumed.*



**2. Agenda Format**

Director Holmes advised that he has been working with Marta Mikolajczyk on a new format for UNA Board meeting agendas, and includes the removal of Old Business, and the addition of Open Discussion items. Any comments on the new format may be brought forward to Director Holmes.

**J. ADJOURNMENT**

The meeting adjourned at approximately 7:02 p.m.

*The Board moved to Closed Session.*