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. <u>Advisory Committees:</u> 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. <u>Working Groups:</u> 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. <u>Length of Term:</u>

5.2.1. <u>Advisory Committees:</u> 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. <u>Working Groups:</u> 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. <u>Meeting Location:</u>

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. <u>Meeting Schedule:</u>

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

6.2.2. <u>Working Groups:</u> 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. <u>Chair and Vice-Chair:</u>

- 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. <u>Agendas and Minutes:</u>

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. <u>Rules of Procedure:</u>

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. <u>Voting:</u>

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. <u>Quorum:</u>

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. <u>Advice to the Board:</u>

- 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. <u>Staff Support:</u>

7.2.1. <u>Administrative:</u>

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. <u>Amendments to the Terms of Reference:</u>

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