



MINUTES

PRESENT:

Richard Watson – Chair
Tor Album
Bill Holmes
Carole Jolly

Jane Kang
Murray McCutcheon
Terry Mullen
Kalith Nanayakkar

STAFF:

Sundance Topham – Chief Administrative Officer
Andrew Clements – Recreation Manager
Glenda Ollero – Communications Manager
Wegland Sit – Operations Manager

PRESENTERS:

Chuck Lan – Staff Sergeant, RCMP
Jen McCutcheon – Electoral Area A Director
Celene Fung – Senior Policy Planner

RECORDING SECRETARY:

Kelsey Guenette – Raincoast Ventures Ltd.

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:30 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

The Board reviewed the October 20, 2020 Agenda, and requested to add an announcement under Item H – New Business – Wesbrook Strata Meeting.

Motion:

That the Board approve the October 20, 2020 Agenda, as amended.

Carried

C. APPROVAL OF MINUTES

Motion:

That the Board approve the Minutes of the September 15, 2020 Meeting, as circulated.

Carried

D. DELEGATIONS

None.



E. EXTERNAL REPORTS AND PRESENTATIONS

1. UBC RCMP Report

Staff Sergeant Chuck Lan provided the following updates:

- Calls for service have decreased by 20% related to COVID-19
- Violent crime, bike thefts, property crimes, theft from autos, and break and enters in houses and stores have decreased in relation to COVID-19 and limited students at the university
- After multiple break and enters into new apartments, one culprit was arrested and charged for the use of aerosol spray on automatic doors between the door jam and the sensor to trigger the door, gaining access to the building's mail rooms
- Calls to Wreck Beach have increased by 90% over the summer due to an influx in people's desire to be outside; a beach patrol presence over the weekends has helped to control the crowds and criminal activity
- Scams via telephone continue to be an ongoing issue
- In general, the office is back to running normally, and is now open to the public.

In response to questions raised, Directors were informed that a geographic breakdown of crimes will be available by January 2021.

2. Electoral Area A Report

Jen McCutcheon provided the following updates from Electoral Area A:

- A townhall/engagement session on "Complete Communities" will be taking place November 24, 2020; the session will host presentations from staff at Metro Vancouver, UBC, SFU, and will focus on how citizens can help shape change in their communities through understanding best practices around what makes a great community
- To stay connected face-to-face during the pandemic, the Hawthorn Place neighbourhood has implemented a program called the "Talking Mile"; neighbours meet at a specific time and place, form groups of three, and walk a route while connecting with a neighbour in a safe way; there is opportunity for the UNA to consider modeling a similar program
- With new Halloween guidelines around COVID-19 safe trick or treating, there is an opportunity for the community to link safe trick or treating with those with physical disabilities to be mindful of how we set up our homes to offer treats.

During discussion, it was expressed that the "Talking Mile" is a great idea. The potential for a community tent structure set up for the Christmas season was also discussed.

3. Campus and Community Planning Report

Celene Fung referred Directors to the report provided in the agenda package.

F. REPORTS

1. Management Report

Sundance Topham advised that the main focuses in September and October 2020 included ensuring that the Special General Meeting went smoothly and preparing for



the upcoming budgeting process. It was noted that each manager would provide a highlight from their section of the report, and that directors could provide comments/questions.

Andrew Clements provided a review of Recreation, and highlighted that:

- Outdoor facilities are re-opening and fall programs began in September 2020
- The fitness center launched last week and provides time slots that the community can book up to 10 members per slot with cleaning in between
- Legal agreements are undergoing an update for third party field user groups, and to ensure groups have updated COVID-19 safety plans, in order to allow them to use the field
- It is expected that UNA will resume field bookings by early November 2020.

Sundance Topham reported on Finance, noting that a new Finance Manager has been hired to start in November, with the CAO and Accounting Clerk handling finances until then. The Joint Financial Task Force has restarted, and the 2019-2020 audit has been finalized. Government funding via the CEWS government subsidy program is continuing through to next year, and the UNA is expected to remain eligible for funding, but at a reduced funding level.

In response to questions raised, Directors were informed that assurance of legitimacy for funding applications is gained through staff who determine funding eligibility and attestation sign off is currently completed by the Treasurer.

Wegland Sit reviewed highlights from Operations, and advised that members in the Joint Health and Safety Committee received a day of training at the Pacific Safety Center in September 2020, and a follow up First Aid training day for staff is scheduled for November 2020. The Green Depot will be re-opening on October 26, 2020 and hiring has been completed for an attendant position to replace the need for volunteers. The depot will be open starting three days per week on weekdays.

In response to questions raised, Directors were informed that hiring for an attendant position was necessary due to COVID-19 specific training and other procedures that require a paid employee. The employee will work three days per week mainly on weekdays in a term position – currently set to expire at the end of the 2020-21 fiscal year.

Glenda Ollero spoke to Communications, and highlighted the new support ticketing system to be launched in the coming weeks to improve customer support systems by simplifying chat systems and emails into one system called Zen Desk.

Directors discussed restrictions, costs, sponsors, grants, etc. around the idea of erecting a temporary tent in the Hawthorn neighbourhood next to the old barn for the Christmas season.



Motion:

That Staff consider how to accommodate a tent arrangement for the Christmas season within the budget and report back at the November 2020 meeting.

Carried

(6 in favour, 1 abstained)

2. Quarterly Work Plan Update

Sundance Topham reviewed highlights of the 2020-21 UNA Staff Work Plan, noting that the update is comprised of work that has taken place since the presentation of the Staff Work Plan at the July 21, 2020 meeting. Major items include COVID-19 and its effects on operations, and the governance work and planning for the SGM. The plan will be updated after the third quarter with progress on current issues.

3. SGM Voting Results Update

Sundance Topham updated directors on the voting results of the SGM, noting that a total of 430 members voted either online or via direct proxy. Both special resolutions passed by over 90%. The majority of votes were submitted online and received positive feedback.

Directors discussed moving to an online voting mechanism for future elections and AGM's as it provides more opportunities for people to engage.

4. Governance and Human Resources Committee Update

Richard Watson presented the recommendations as follows:

Recommendation:

a. THAT the Governance and Human Resources Committee recommend that the Board retain Carole Jolly as a member of the UNA Governance and Human Resources Committee until the Terms of Reference of the committee are revised.

Directors considered and proposed an amendment to the recommendation.

Motion:

That the Governance and Human Resources Committee recommend that the Board retain Carole Jolly as a member of the UNA Governance and Human Resources Committee until the Terms of Reference of the Committee are revised or until the end of 2020.

Carried

(3 in favour, 4 abstained)



Recommendation:

b. THAT the Board direct the Chief Administrative Officer to prepare a transition document for the Board with the aim of providing clarity with respect to board member role changes as they pertain to general structure, and specific committees.

It was agreed to withdraw the recommendation after a request from the Board Chair due to lack of understanding around wording in the motion.

Motion:

That the Board direct the Chief Administrative Officer to prepare a transition document for the Board with the aim of providing clarity with respect to board member role changes as they pertain to general structure, and specific committees.

Withdrawn

Recommendation:

c. THAT the Governance and Human Resources Committee recommend that the Board appoint one new Resident Member as a Director as per Section 6.7 of the new UNA Bylaws, and that the Board ensure that any nomination process include broad awareness among the UNA Membership of gaps that the Board wishes to address with respect to specific skillsets and demographic representation, while at the same time acknowledging democratic principles.

Directors considered and proposed a new recommendation.

Motion:

That the Board direct the Chief Administrator Officer to recommend a process for the appointment of a Director pursuant to Section 6.7 of the UNA Bylaws.

Carried

(5 in favour, 2 abstained)

Recommendation:

d. THAT the Governance and Human Resources Committee recommend that the Board continue with the appointment of Treasurer and Secretary positions, until the organization has received a report on the implications of their removal.

Motion:

That the Governance and Human Resources Committee recommend that the Board continue with the appointment of Treasurer and Secretary positions, until the organization has received a report on the implications of their removal.

Defeated

(3 opposed, 4 abstained)



Recommendation:

e. THAT the Board direct staff to create a policy for Board consideration that looks at delegating the responsibilities of Treasurer and Secretary to staff as per Section 9 of the new UNA Bylaws.

Directors considered and proposed an amendment to the recommendation.

Motion:

That the Board direct staff to create a policy for Board consideration that looks at assigning the responsibilities of Treasurer and Secretary to staff as per Section 9 of the new UNA Bylaws.

Defeated

(1 in favour, 3 opposed, 3 abstained)

Motion:

That the Board direct staff to create a policy for Board consideration that looks at delegating the responsibilities of Treasurer and Secretary to staff as per Section 9 of the new UNA Bylaws.

Defeated

(3 opposed, 4 abstained)

The agenda varied to consider item G.1.

G. UNFINISHED BUSINESS

1. UNA Treasurer and Secretary

Director Holmes presented the motion.

Recommendation:

THAT, if the proposed UNA Bylaws are approved at the September 30, 2020 Special General Meeting, the Board not appoint a Treasurer when Director Album ceases to be Treasurer.

Motion:

That, if the proposed UNA Bylaws are approved at the September 30, 2020 Special General Meeting, the Board not appoint a Treasurer when Director Album ceases to be Treasurer.

Carried

(4 in favour, 3 opposed)

The agenda resumed its order at this point.

4. Governance and Human Resources Committee Update Cont'd.

Consideration of Item F4 continued at this point.



Recommendation:

f. THAT the Governance and Human Resources Committee recommend to the Board that the UNA Bylaw Review Committee, the Neighbour's Agreement Negotiating Committee and the UNA Constitution Working Group be wrapped up and members be thanked for their participation.

Motion:

That the Governance and Human Resources Committee recommend to the Board that the UNA Bylaw Review Committee, the Neighbour's Agreement Negotiating Committee and the UNA Constitution Working Group be wrapped up and members be thanked for their participation.

Withdrawn

During discussion it was determined that due to unresolved issues with regards to insurance, voting should not yet take place.

1. Community Engagement Advisory Committee Reestablishment

Glenda Ollero referred Directors to the report included in the agenda package.

Recommendation:

THAT the Board appoint a Director to Chair the Community Engagement Committee and one additional Board member to sit on the Committee.

Motion:

That the Board appoint a Director to Chair the Community Engagement Committee and one additional Board member to sit on the Committee.

Withdrawn

During discussion, it was determined that the Board Chair should bring recommendations for Director appointment to the Community Engagement Committee at the next meeting.

Recommendation:

THAT the Board direct staff to recruit the four resident members as per Section 3.2 of the Community Engagement Committee Terms of Reference.

Directors considered and proposed an amendment to the recommendation.

Motion:

That the Board direct staff to solicit interest from residents as per Section 3.2 of the Community Engagement Committee Terms of Reference.

Carried

(4 in favour, 3 abstained)



6. UNA Taxation Working Group, Terms of Reference

Director Holmes reminded Directors that the previous meeting made a case for establishing a working group to obtain fair tax treatment for the community. Director Mullen and Director Holmes prepared a report, attached to the agenda package, which outlines how the community is treated unfairly in regards to property taxation.

Recommendation:

THAT the Board approve the attached Terms of Reference dated October 13, 2020 for the UNA Taxation Working Group.

Motion:

That the Board approve the attached Terms of Reference dated October 13, 2020 for the UNA Taxation Working Group.

Carried

(4 in favour, 3 abstained)

7. Board Procedural Rules Working Group

Director Holmes informed Directors that a draft of procedural rules was sent to the Working Group on October 20. Once reviewed, the Working Group will meet to discuss and create a draft to present for Board consideration.

H. NEW BUSINESS

1. Strata Council UNA Board

Chair Richard Watson and Director Bill Holmes will be in attendance at the Wesbrook Strata Council meeting hosted by the UNA. All directors will be invited via an email invitation.

I. ADJOURNMENT

The meeting adjourned at approximately 8:07 p.m.

The Board moved to Closed Session.