



## MINUTES

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### PRESENT:

Richard Watson – Chair  
Bill Holmes  
Carole Jolly  
Terry Mullen

Jane Kang  
Murray McCutcheon  
Tor Album

### STAFF:

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

### REGRETS:

Kalith Nanayakkara

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### 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

**Motion:** That the Board approve the September 15, 2020 Meeting Agenda as circulated.  
**Carried.**

### C. APPROVAL OF MINUTES

**Motion:** That the Board approve the August 4, 2020 Minutes, as circulated. **Carried.**

### D. DELEGATIONS

None

### E. EXTERNAL REPORTS AND PRESENTATIONS

#### 1. Nobel Park Presentation

Grant Miller, Director of Planning: Development Services at Campus and Community Planning gave a brief overview of the Memorandum re Nobel Park Upgrades for UBC Women's Varsity Softball highlighting the permit process and address of resident concerns, and donor naming opportunity. No questions were offered.

Kavie Toor, Managing Director of UBC Athletics and Recreation outlined the presentation provided to the board, highlighting key benefits of the project such as meeting



an important gender equity initiative and increasing facility use and safety. Infrastructure funding and fundraising efforts were also outlined.

Questions regarding cost, field usage scheduling and construction timelines were addressed.

*Director Kang joined the meeting.*

2. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon provided a brief verbal update highlighting the upcoming UBC/UEL/UNA Virtual Town Hall on September 17, 2020, featuring Dr. Patricia Daly, the Chief Medical Officer for Vancouver Coastal Health, and David Eby the MLA for Vancouver Point-Grey.

3. Campus and Community Planning Report

Senior Policy Planner, Celene Fung was not present at the meeting. The board received the report for information, and no questions or comments were offered.

## F. REPORTS

1. 1<sup>st</sup> Quarter Financials

The CAO provided an overview of the report, summarizing that UNA's financial health looked positive during the 1<sup>st</sup> Quarter, due to government funding offsetting the impact on recreational and cultural revenues.

Director Holmes noted that it would be preferred if the figures reflected actual quarterly amounts to actual quarterly amounts

The report was received for information.

2. Management Report

The CAO provided a brief overview of report, focusing on SGM planning, records management, Finance Manager recruitment and investigating resident noise complaints with respect to landscaping.

The board discussed jurisdictional responsibilities around landscaping generated noise complaints, and moved the following:

**Motion:**

That the staff further investigate the landscaping issue in light of UNA noise bylaw obligations and environmental concerns, and deliver a report with findings, as well as suggestions to improve the situation in the November 17, 2020 meeting.

**Carried.** (Director Mullen abstained)

The management team briefed the board on departmental undertakings, highlighting Covid-19 Safety Planning with respect to recreation activities, PerfectMind launch and operational progress, as well as Communications SGM preparations.

The report was received for information.

3. Governance and Human Resources Committee Update



a. Discrimination, Harassment and Bullying Policy Update

The Chair briefed the board on the proposed policy update. The CAO clarified that the updated policy reflects language contained in the UNA Employee Handbook with respect to the requirement of completion of UBC's Preventing and Addressing Bullying & Harassment online training course. The Chair moved the following:

**Motion:**

THAT the Board amend the existing Discrimination, Harassment and Bullying in the Workplace Policy #02-03 dated February 2014 with the attached updated Discrimination, Harassment, and Bullying in the Workplace Policy #02-03 dated September 2020.

**Carried.**

4. Board Procedural Rules Working Group

Director Holmes informed the Board that the Board Procedural Rules Working Group will present a comprehensive report at the October board meeting.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

1. Rural Property Tax/Fire Services Charge

Director Holmes briefed the board on the mandate and steps of the proposed Working Group. Director Jolly suggested that a consideration to appointing a voting or non-voting UBC liaison be given when drafting the Terms of Reference. Director Holmes moved the following:

**Motion:**

THAT the Board appoint Directors Holmes and Mullen to work with the Chief Administrative Officer to undertake the following and report to the October 20, 2020 Board meeting:

(a) prepare a comparison, for the most recent year for which data is available, of

(i) the combined amount of rural property tax and police tax paid by owners of property in the UBC neighbourhoods and the amount of fire service charge paid by UBC to the provincial government

with

(ii) an estimate of the cost of the municipal-type services provided to residents of the UBC neighbourhoods that are provided by, or funded by, the provincial government;

(b) develop terms of reference for a working group whose mandate is to seek a reduction in the rate of rural property tax applicable to the UBC neighbourhoods, or a reduction in or elimination of the fire service charge (or both);

(c) recommend members for the working group; and



(d) develop a strategy for the working group and the Board to engage with the provincial government.

**Carried.**

2. UNA Treasurer and Secretary

Director Holmes outlined the incongruity between the legislatively prescribed and UNA practiced governance/operational roles of Treasurer and Secretary. The board discussed the risk implications of removing the board appointed roles. Director Jolly moved that the vote for the proposed recommendation be deferred until the October 20, 2020 meeting:

**Motion:**

THAT the vote on the proposed recommendation stating:

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.

Be deferred until the October 20, 2020 meeting.

**Carried.**

I. **ADJOURNMENT**

**Motion:**

That the Board adjourn into a Closed Session to discuss dealings with other entities or persons where disclosure of the information being discussed may compromise the relationship of the Association with them or its relationship with its stakeholders; matters related to legal advice and proceedings; plus labour relations and human resources issues.

**Carried.**

The meeting adjourned at 7:23 p.m.

*The Board moved to a Closed Session.*