



1. Committee Purpose:

To represent community interests in providing advice to the Board of Directors (the “Board”) on matters related to improving the engagement of residents at the community level. (References to residents in these terms of reference are to residents of the University Neighbourhoods.)

The Committee is to assist the Board in identifying and implementing initiatives that will improve the levels and effectiveness of resident participation in community life, with a view towards improving the overall quality of life in the University Neighbourhoods.

2. Committee Mandate:

The Committee’s mandate is:

2.1. To provide the Board with advice and assistance on matters relating to:

- Mechanisms to improve community engagement in the University Neighbourhoods, with a view to improving participation in addressing neighbourhood issues; and
- Encouraging residents 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 Board;
- Finding ways to improve community engagement between the Board and residents;
- Finding ways to encourage and improve the levels of resident participation in community life; and
- 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 Skill Requirements:

3.1. Composition and Size:

- The Committee will be comprised of up to eight resident members. In selecting residents as members, priority will be given to residents who have experience and qualifications related to one or more of the “Skill Requirements” outlined below.
- The Committee will also include up to two Board Directors, one of whom shall be appointed as Chair. 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 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 residents' level of 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. 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 Chair will be appointed by the Board for a two-year term, except that an individual appointed as Chair ceases to be Chair if the individual ceases to be a Director.

4.2. Vice-Chair

The Vice-Chair will be elected annually by the Committee from the Committee membership.

5. Length of Term and Timing of Appointments:

5.1. Timing and Length of Term:

The appointment of resident members to the Committee will be made on an annual basis at a time to be set by the Board.

Appointments of resident members 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.



Appointments of Directors are for a two-year term, except that membership on the Committee ceases upon ceasing to be a Director.

6. Meeting Procedures:

6.1. Meeting Location:

Meeting locations are determined by the Chair and Chief Administrative Officer, and will typically be within the University Neighbourhoods, at a Community Centre.

6.2. Meeting Schedule:

Meetings will be regularly scheduled as determined by the Committee.

6.3. Chair and Vice-Chair:

- 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 from a meeting, the Vice-Chair will conduct the meeting, and liaise with the Chair to ensure the minutes are provided to the Board.

6.4. Agendas and Minutes:

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. Rules of Procedure:

The Committee will generally conduct its business in accordance with the Board Rules of Procedure.

At the same time, the Committee should offer a comfortable forum for residents to participate, share their input and opinions with the Committee, and provide advice to the Board. Where possible, a consensus should be sought.

Committee members are expected to participate in a respectful, constructive manner with their fellow members, and in a manner that permits all of the members to voice their comments.

6.6. Voting:

All Committee members are entitled to vote.

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 each motion. It is helpful to the Board to have a sense of the range of views on a Committee.



6.7. Quorum:

Quorum will be achieved when a majority of the Committee members 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. Advice to the Board:

- The fundamental role of the Committee is to provide advice to the Board on matters contained within its mandate, or 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 are within its mandate and seek the Board's approval to review and recommend action on those issues and concerns.
- The Committee does not make decisions on behalf of the Board; it does decide on the advice it will 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 the Committee's recommendations.
- The Chair will rely on the recording secretary assigned to the Committee to prepare the minutes for each meeting. After the Committee approves the minutes for a meeting, staff will submit the minutes for inclusion on the agenda of the first Board meeting following the approval of the minutes.
- Any motions that need to go to the Board before the approval of the minutes for a meeting shall be placed on the agenda of the first Board meeting following the Committee meeting.

7.2. Staff Support:

7.2.1. Administrative:

A recording secretary will be assigned to the 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 the Committee to act as a liaison between the Committee and staff and to provide technical support.
- Staff will be available to the Committee to provide advice and information regarding 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 Chief Administrative Officer.



7.3. Appointment and Removal of Committee Members:

Committee members are appointed by the Board 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 specific issues. However, the Committee 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 UNA website and in the UNA newsletter, or through other options that may be identified by the Committee.

7.5. Meetings Open to the Public and Closed:

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the Board, as set out in the Board Rules of Procedure.

Committee meetings should not generally need to go into closed session and should only do so at the direction of the Chair. Closed meetings are reserved for those matters set out in the Board Rules of Procedure.

7.6. Money for Committee Activities:

If the Committee wishes to undertake a project or other activity for which it requires funding, it must request Board approval. The request should include a detailed description of the project or activity and an estimate of the amount of money required. The requirement to seek Board approval does not apply to minor proposed expenditures, which are instead subject to the approval of the Chief Administrative Officer.

7.7. Orientation and Training:

The UNA, through the staff liaison, 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 these terms of reference; a review of the context of the UNA and how it works with UBC; and a review of the role and mandate of the Board.

7.8. Amendments to the Terms of Reference:

The Board will undertake a periodic review of these terms of reference and may amend the terms of reference as part of that review or at other times as appropriate. Committee member input will be sought in connection with any proposed amendments to the terms of reference.

In addition, the Board is open to receiving suggestions for improving these terms of reference from Committee members on an ongoing basis.