



## MINUTES

---

### PRESENT:

Richard Watson – Chair  
Bill Holmes  
Carole Jolly

Terry Mullen  
Murray McCutcheon  
Jane Kang

### STAFF:

Sundance Topham – Chief Administrative Officer  
Andrew Clements – Recreation Manager  
Wegland Sit – Operations Manager  
Glenda Ollero – Communications Manager  
Athena Koon – Finance Manager  
Marta Mikolajczyk – Administrative Assistant

### REGRETS:

Kalith Nanayakkara  
Tor Album

---

## 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 November 17, 2020 Meeting Agenda as circulated.  
**Carried.**

## C. APPROVAL OF MINUTES

**Motion:** That the Board approve the October 20, 2020 Minutes, as circulated. **Carried.**

## D. DELEGATIONS

None

## E. EXTERNAL REPORTS AND PRESENTATIONS

### 1. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon provided a brief verbal update highlighting the upcoming Complete Communities Engagement Session featuring presentations on factors contributing to healthy communities and UBC's vision and plans for development of its residential areas.



2. Campus and Community Planning Report

Celene Fung referred Directors to the report provided at the meeting. No questions or comments were offered.

**F. REPORTS**

1. Management Report

The CAO and management team provided brief verbal summaries of their respective reports. Highlights included cancellations of community centre programs in light of new provincial health directives, recruitment process for the Community Engagement Advisory Committee, budget finalization, and Activenet data transfer.

The report was received for information.

2. Governance and Human Resources Committee Update

a. Committees Terms of Reference Update

The board reviewed the 2020 Governance and Human Resource Committee Terms of Reference. Director Holmes proposed the following amendment:

**Motion:**

THAT the reference to “recruitment” in the fourth bullet of Subsection 2.1 of Section 2 *Committee Mandate*, be deleted.

**Carried.**

Director Holmes proposed the following:

**Motion:**

THAT the sentence “The Board may from time-to-time appoint a UBC Member to sit on the committee.” contained in paragraph of Section 3 *Committee Composition* be deleted.

**Withdrawn**

Director Mullen proposed the following amendment:

**Motion:**

THAT the sentence “The Board may from time-to-time appoint a UBC Member to sit on the committee.” contained in paragraph of Section 3 *Committee Composition* be changed to “The Committee may from time-to-time invite a UBC Member to meet with the committee.”

**Carried.** (Director Jolly abstained)

The Chair moved the following:

THAT the Board approve the November 2020 Governance and Human Resource Committee Terms of Reference, as amended.

**Carried.**

The board proceeded to review the 2020 Community Engagement Advisory Committee Terms of Reference. The Chair moved the following:



**Motion:**

THAT Board approve the November 2020 Community Engagement Advisory Committee Terms of Reference.

**Carried.**

b. Delegation Policy

The CAO provided an overview of main objectives for the proposed Delegation of Authority Policy. The Chair moved the following:

**Motion:**

THAT the Board direct the Chief Administrative Officer to work with Director Holmes and the Governance and Human Resources Committee in the creation of a UNA Delegation of Authority Policy for Board consideration.

**Carried.**

3. Finance Committee Update

a. Finance and Audit Committee Terms of Reference Update

The CAO briefed the Board on the proposed revisions to the current Terms of Reference. The Chair proposed the following:

**Motion:**

THAT the Board approve the November 2020 Finance and Audit Committee Terms of Reference.

Director Holmes stated that the changes contained in the proposed Terms of Reference are substantial, specifically with respect to limitations of scope, and proposed the following:

**Motion:**

That the revised Terms of Reference be referred back to the Finance and Audit Committee for further consideration.

The Chair stated that procedurally a motion to refer would have to be voted on immediately. Director Holmes proposed the following.

**Motion:**

That the aforementioned motion "That the revised Terms of Reference be referred back to the Finance and Audit Committee for further consideration." be withdrawn.

**Carried. (Withdrawn)**

The Board proceeded to further discuss the issues of scope and mandate as outlined in the Terms of Reference. Director Holmes re-introduced his original motion:

**Motion:**

That the revised Terms of Reference be referred back to the Finance and Audit Committee for further consideration.



**Carried.**

The Chair addressed the matter of the Finance and Audit Committee's Chair vacancy, in light of Director Album's departure, and proposed the following:

**Motion:**

THAT Director Bill Holmes be appointed to the board standing Finance and Audit Committee as its Chair.

**Carried** (Director Holmes abstained)

Director Holmes accepted the appointment.

b. Q2 Financial Report

The CAO provided an overview of the report.

The report was received for information.

4. Board Procedural Rules Working Group

Director Holmes stated that the Working Group met in November and is currently working on the second draft of the Board Procedures. He noted a written report will be provided at the December 15, 2020 meeting.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

1. Noise/Landscaping Report

The Operations Manager and the Sustainability Coordinator jointly presented a comprehensive report on UNA Landscaping Service and Management.

The Board thanked the respective staff for a highly informative and thorough report.

The Chair moved the following:

**Motion:**

THAT the Board direct staff to develop a landscaping schedule with UBCPT and all Hawthorn Stratas with the purpose of reducing landscaping service to two days per week in the Hawthorn Area.

**Carried.**

THAT staff work with UBCPT and Meridian Landscaping to develop a strategy to phase out gas powered leaf blowers and transition to electric powered leaf blowers for all light duty works in the Hawthorn Area.

**Carried.**

**Motion:**

THAT the Board direct staff to work with UBCPT and other landscaping contractors and respective strata in all UNA neighbourhoods to develop a landscaping schedule for each



UNA neighbourhood with the purpose of reducing landscaping service to two days per week in all UNA neighbourhoods.

Director Holmes proposed the following amendment:

**Motion:**

THAT the Board direct staff to work with UBCPT and other landscaping contractors and respective strata within Wesbrook Place to develop a landscaping schedule for Wesbrook Place with the purpose of reducing landscaping service to two days per week in Wesbrook Place.

**Carried.** (*Director Jolly abstained*)

The Chair proposed that the following recommendations be referred back to the Operations team for further consideration:

**Motion:**

THAT the following recommendations be referred back to the Operations team for further consideration:

- THAT the Board direct staff to work with UBCPT and subcontractors to develop a strategy to phase out gas powered leaf blowers and transition to electric powered leaf blowers for all light duty works in all UNA Area.
- THAT the Board direct staff to work with UBCPT to incorporate the proposed UNA Landscape Management Plan in an updated UNA UBCPT Service Agreement.

**Carried** (Director Jolly abstained)

The Chair moved the following:

**Motion:**

THAT the Board direct staff to work with UBCPT and Meridian Landscaping to develop and implement an electric landscaping equipment pilot project in three Hawthorn Park Spaces to demonstrate and as feasibility study of migration to electric powered landscaping equipment.

**Carried.** (Director Jolly abstained)

The Chair moved to following:

**Motion:**

THAT the Board direct staff to work with an external consultant to develop a UNA Landscape Management Plan.

Director Holmes proposed the following amendment:

**Motion:**

THAT the proposed Motion:

“THAT the Board direct staff to work with an external consultant to develop a UNA Landscape Management Plan.”

be changed to:



“That the Board direct staff to bring a proposal to the board to work with an external consultant to develop a UNA Landscape Management Plan.”

**Carried.** (Director Jolly abstained)

The Chair proposed the amended motion:

**Motion:**

That the Board direct staff to bring a proposal to the board to work with an external consultant to develop a UNA Landscape Management Plan.

**Carried.** (Director Jolly abstained)

2. Temporary Tent Report

The Operations Manager provided an overview of the report, highlighting stipulated costs. The board discussed the cost and location implications and agreed that the initiative warrants further consideration.

The report was received for information.

3. Nobel Park MOU Report

The Recreation Manager outlined the recommendation proposed in the report.

Director Holmes proposed the following amendments:

**Motion:**

- THAT “Memorandum of Understanding” cited in the proposed recommendation be changed to “Memorandum of Agreement”.
- THAT the wording of the first bullet under “Scope-UBC Varsity Women’s Softball Team Nobel Park Access” be changed to reflect “UBC A&R proposes to invest \$550,000 into the capital upgrade/renovation of Nobel Park, improving the quality of the facility and its revenue-generating potential.

**Carried.** (Director Jolly abstained)

The Chair moved the following

**Motion:**

That the UNA BOD approve the attached UNA / UBC Athletics & Recreation Nobel Park and Field Bookings Services Memorandum of Understanding subject to following changes:

- THAT “Memorandum of Understanding” cited in the proposed recommendation be changed to “Memorandum of Agreement”.
- THAT the wording of the first bullet under “Scope-UBC Varsity Women’s Softball Team Nobel Park Access” be changed to reflect “UBC A&R proposes to invest \$550,000 into the capital upgrade/renovation of Nobel Park, improving the quality of the facility and its revenue-generating potential.

**Carried.**

4. UNA Wesbrook Strata Meeting Minutes



Director Kang asked that her name be corrected, and that meeting method be changed to Zoom.

The Minutes were received for information.

5. UNA 2019-2020 Annual Report

The Communications Manager presented the Annual Report to the Board.

Director Jolly asked that Richard Alexander be added as an acknowledgment in the Chair's Message.

Director Holmes offered two comments for consideration for future annual reports concerning photographs and bios of senior staff, and more user-friendly description of UNA's financial position.

The Chair moved the following:

**Motion:**

THAT the Board approve the attached 2019-2020 UNA Annual Report for electronic distribution in the lead up to the 2020 AGM.

**Carried.**

**I. ADJOURNMENT**

**Motion:**

That the Board adjourn into a Closed Session to discuss human resources issues and personal information of an individual.

**Carried.**

The meeting adjourned at 8:29 p.m.

*The Board moved to a Closed Session.*