

Terms of Reference

UNA-UBC LIAISON COMMITTEE – May 18, 2021

UBC's campus neighbourhoods are an integral part of the University community and the relationship between UBC and the University Neighbourhoods Association ("UNA") is vital for the success of a sustainable university town community. UBC and the UNA are parties to the Neighbours' Agreement 2020 which became effective March 19, 2021 ("NA 2020").

Pursuant to section 4.5(a) of NA 2020, UBC and the UNA have established the stand-alone UNA-UBC Liaison Committee (the "**Liaison Committee**"), which provides a formal platform for collaboration and discussion on issues of shared interest.

A. PURPOSES

The purposes of the Liaison Committee are:

1. to fulfill the functions assigned to the Liaison Committee by sections 4.5, 10.2, and 19.3 of NA 2020;
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 4.4 of NA 2020; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons (as ~~further~~ defined below).

Commented [BH1]: They are not "further" definitions; they are the definitions.

B. MEMBERSHIP & PROCEDURES

The Liaison Committee is comprised of:

1. *six voting members, as follows:*
 - ~~a)~~ three members of the UBC Board of Governors (each, ~~individually referred to herein as a~~ "UBC Liaison" and collectively, ~~as~~ the "UBC Liaisons") appointed by that Board; ~~and, which members are to be:-~~
 - ~~b)~~ Chair, Property Committee, UBC Board of Governors
 - ~~c)~~ Chair, Finance Committee, UBC Board of Governors
 - ~~d)~~ Chair, Governance Committee, UBC Board of Governors; and
 - ~~e)~~ ~~b)~~ three members of the UNA Board of Directors (each, ~~individually referred to herein as a~~ "UNA Liaison" and collectively, ~~as~~ the "UNA Liaisons") appointed by that Board, one of whom must be the Chair, UNA Board of Directors.

Approved by the UNA: [insert date]
Approved by UBC: [insert date]

2. non-voting members, who are such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that these members will include:
- a) UBC's Vice-President, External Relations
 - b) UBC's Associate Vice-President, Campus + Community Planning
 - c) UNA's Chief Administrative Officer
- (or then equivalent positions)

Commented [BH2]: Needed for a grammatical reason.

Subject to the right of the UBC Board of Governors to replace the UBC Liaisons in accordance with the paragraph below, in approving these Terms of Reference, the UBC Board of Governors appoints as the UBC Liaisons the individuals who, from time to time, hold the following positions:

1. Chair, Property Committee, UBC Board of Governors
2. Chair, Finance Committee, UBC Board of Governors
3. Chair, Governance Committee, UBC Board of Governors

If any of the individuals holding one of the positions set out above is unable to serve as a UBC Liaison, the Chair of the UBC Board of Governors will select and appoint an alternate member of the UBC Board of Governors to serve as a UBC Liaison and will advise the Liaison Committee of the replacement UBC Liaison.

An individual appointed as a UBC Liaison ceases to be a UBC Liaison on the earlier of the Chair of the UBC Board of Governors selecting and appointing an alternate UBC Liaison as set forth above, and when they individual ceasing to hold the any of the positions set forth above. For clarity, the individual who is then subsequently appointed to such position will automatically become a UBC Liaison. An individual appointed as a UNA Liaison ceases to be a UNA Liaison on the earlier of the appointment of a replacement ~~member~~ UNA Liaison by the UNA Board of Directors and the cessation of the individual's membership on the UNA Board of Directors.

Commented [BH3]: There are three positions, so "the" position doesn't work. Also, an individual might move from one position to another and hence remain a UBC Liaison.

Commented [BH4]: NA 2020 requires that the BOG make the appointments. If the TOR are to be approved by the BOG, which I believe they are, the TOR could also serve as the BOG's appointment document. However, in that case, B.1.a) needs to be revised so that it does the appointing, rather than referring to members appointed by the BOG. There are further issues with the sentence I have deleted, but I won't elaborate here.

The UBC Board of Governors will appoint one of the UBC Liaisons and the UNA Board of Directors will appoint one of the UNA Liaisons to serve as Co-Chairs of the Liaison Committee. The Co-Chairs are responsible for the conduct of meetings, including setting agendas, determining information processes, and providing oversight with respect to reporting and action items.

Either Co-Chair may, with the consent of the other Co-Chair, The Liaison Committee may invite other individuals, including UBC and UNA staff, to participate in ~~its~~ meetings of the Liaison Committee from time to time or on an ongoing basis.

The Liaison Committee may request that certain work and action items be undertaken by the UNA administration, the UBC administration, or third parties.

C. LIMITS ON REPRESENTATION

Pursuant to section 4.5-(a)-(ii) of NA 2020, the UNA and UBC acknowledge that the Liaison Committee is a forum for discussion and collaboration, and therefore UNA and UBC further acknowledge that:

- 1.4. The UNA Liaisons and the UBC Liaisons are bound to comply with any directions provided by their respective governing bodies; and
- 2.5. Except for binding votes under section 19.3 of NA 2020, the UNA Liaisons and the UBC Liaisons are not authorized to bind their respective organizations.

D. MEETINGS & QUORUM

The Liaison Committee will meet at least semi-annually and in addition may meet at the call of the Co-Chairs as required.

The quorum for a meeting is two of the UNA Liaisons and two of the UBC Liaisons.

Meetings may be in person or by tele/videoconference.

Meetings ~~are closed and may be~~ attended only by Liaison Committee members and individuals invited by the Co-Chairs, ~~with the approval of the co-chairs, guests who may be invited to support specific discussion items on the meeting agendas.~~

Commented [BH5]: This is covered off in section B.

The Liaison Committee will be supported by UBC administration for scheduling, circulating agendas, and providing technical support at meetings, and by the UNA administration for minute taking. Minutes will be provided to the Liaison Committee for review, comment, and approval.