



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Terry Mullen

Murray McCutcheon
Jane Kang

UBC MEMBERS:

Carole Jolly
James Heth

AMS DESIGNATED STUDENT:

None

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

GUESTS:

Janeen Alliston – Director of Communications, UBC Rapid Transit Office.
Michael White – Associate Vice-President at Campus and Community Planning
Adriaan de Jager – UBC's Associate Vice-President, Government Relations and Community
Engagement
Grant Miller – Director, Planning, Development Services at UBC's Campus and Community
Planning

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 by Director Holmes:

That the Board approve the April 20, 2021 Meeting Agenda as circulated.

Seconded by Director McCutcheon.

Motion by Chair:

That item Lot 10 Community Garden License be added as item H.2 under New Business.

Seconded by Director Holmes.

Carried.



Motion by Chair:

THAT the Board approve the April 20, 2021 Meeting Agenda as amended.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the March 16, 2021 Minutes, as circulated.

Seconded by Director Holmes.

Director Holmes proposed the following amendments:

- a. THAT item D.1. be corrected to reflect uniform spelling of UNA resident's name.
- b. THAT item F.2.b. be corrected to reflect the following:

“The Finance Manager outlined the investment options concerning the Neighbours' Fund (NF) fixed term deposit which reached maturity in February of 2021.”

Motion by Chair:

THAT the Board approve the March 16, 2021 Minutes, as amended.

Seconded by Director Holmes.

Carried.

D. DELEGATIONS

1. UBC – C+CP – SkyTrain Extension to UBC Update

Janeen Alliston, along with Michael White and Adriaan de Jager presented a rapid transit strategy update concerning the SkyTrain extension from Arbutus to UBC.

2. UBC – C+CP – Basketball Court Relocation

Grant Miller presented an update on TEF 3 Parking Lot Site Approval process highlighting the feedback received during the February 25, 2021 virtual open house.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon, provided a brief verbal update highlighting the upcoming Engagement Session on Creating Inclusive Communities, a planned TransLink Engagement Session, as well as the Communities Work Fund.

2. Campus and Community Planning Report

Celene Fung, Senior Policy Planner at Campus and Community Planning presented the report enclosed in the Agenda.

Director McCutcheon offered a comment expressing appreciation for the picture frames installed around UBC campus.



F. REPORTS

1. Management Report

The management team presented their respective reports highlighting improved website loading times, upcoming financial audit, and updated COVID-19 Safety Plan.

2. 2020-21 UNA Staff Work Plan – Fourth Quarter Update

The CAO presented the update underlining that it encompasses work that has taken place from July of 2020, until the end of March of 2021.

No questions or comments were offered.

3. 2021-22 UNA Staff Work Plan

The CAO presented the 2021-22 UNA Staff Work Plan, stating that the outlined initiatives are built on the recently approved UNA budget, and highlighting the expected inception of the Land Use Advisory Committee

Motion by Chair:

THAT the Board approve the 2021-22 UNA Staff Work Plan

Seconded by Director Holmes.

Carried.

4. Governance and Human Resources Committee Update

a. 2022-23 Strategic Planning Options

The CAO provided a brief overview of the rationale for extending the current strategic plan.

Motion by Chair:

THAT the Board extend the current strategic plan for another year given the uncertainty that the COVID-19 pandemic presents to the UNA.

Seconded by Director Holmes.

Carried.

Director Jolly highlighted the importance of putting the strategic plan information forward in the context of expectations as related to future Director elections and onboarding.

b. Chief Administrative Officer Policy

Director Holmes introduced the updated Chief Administrative Officer Policy underlining that the intention is to expand on CAO's contract, foster openness and transparency, as well as provide clarity to new board members with respect to their roles vis-à-vis CAO's duties.

Motion by Director Holmes:

THAT the Committee recommend that the Board approve the proposed Chief Administrative Officer Policy, version 4 dated April 8, 2021.

Seconded by Director McCutcheon.



Carried.

c. Director Appointment Process

The CAO outlined the rationale behind holding off on the appointment of interim directors.

Motion by Chair.

THAT the Board not appoint an interim Director pursuant to Section 6.7 of the UNA Bylaws, and instead wait until the election in the fall to fill the full complement of Directors.

Seconded by Director Holmes.

Motion by Director Holmes:

THAT the second line of the proposed motion be deleted.

Seconded by Chair

Carried.

Motion by Chair:

THAT the Board not appoint an interim Director pursuant to Section 6.7 of the UNA Bylaws.

Seconded by Director Holmes.

Carried.

d. UNA Facility Users Code of Conduct

The Recreation Manager provided an overview of the proposed policy. The Board agreed that the policy should go back to the Governance and Human Resources Committee for further revisions.

5. Finance Committee Update

a. Community Field Replacement Reserve

The Finance Manager provided an overview of the Community Field Replacement Reserve as outlined in the UBC-VSB University Hill Playfield Joint Use Agreement and the Wesbrook Place Artificial Playfield License.

Motion by Director Holmes:

THAT the Board agree to an amount of \$180,000 being added to the Community Field Replacement Reserve in respect of the fiscal years 2019/20, 2020/21 and 2021/22.

Seconded by Director Kang.

Carried.

b. Insurance Update

The CAO provided a brief verbal update stating that a cover letter for insurance submissions has been drafted in collaboration with Shannon Boychuk, Manager of UBC Insurance & Loss Prevention and Senior Manager and Chris Fay, Senior



Manager of Strategic Policy at Campus + Community Planning. It was noted that the cover letter clarified roles and responsibilities of UNA and UBC and that the insurance package has been submitted to market, including municipal and special insurers.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Lot 11 Community Garden License

The Operations Manager presented the enclosed Community Garden License Agreement for Lot 11. The Board discussed the implications of insurance matters being in flux when signing agreements.

Motion by Chair:

THAT the Board approve the attached Lot 11 Community Garden License Agreement and authorize the Chair to execute the agreement.

Seconded by Director Holmes.

Carried.

2. Lot 10 Community Garden License

The Operations Manager introduced the Community Garden License Agreement for Lot 10 circulated to Board members via email prior to meeting.

Motion by Chair.

THAT the Board approve the attached Lot 10 Community Garden License Agreement and authorize the Chair to execute the agreement.

Seconded by Director Holmes.

Carried.

3. UNA Administrative Office Lease Renewal

The CAO outlined the basis for a one-year lease renewal allowing for completion of office space needs assessment scheduled for the current fiscal year.

Motion by Chair:

THAT the Board approve the attached Lease Extension Agreement for the UNA Administrative Office and authorize the Chair to execute the agreement.

Seconded by Director McCutcheon.

Carried.

4. University Neighbourhoods Fire Protection Funding



The Chair stated that it was requested that the letter addressed to him from Robin Ciceri, Vice-President, External Relations at UBC re University Neighbourhoods Fire Protection Funding, be presented in the Open Session of the Board for information.

5. Garbage/recycling Collection and Disposal Management

The Chair provided a brief verbal update illustrating the need for improved garbage/recycling collection initiative involving stakeholders and volunteer. The Board discussed resource allocation and staff capacity. It was determined that staff will commence on the planning process, with an initial presentation timeline in Fall 2021.

Motion by Chair:

THAT the UNA create a public space Solid Waste Management Plan.

Seconded by Director McCutcheon.

Carried.

I. ADJOURNMENT

The meeting adjourned at 7:34 p.m.

The Board moved into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests.