



TERMS OF REFERENCE

Neighbours' Agreement Committee

1. Purposes

To prepare amendments to Neighbours' Agreement 2020 (**NA 2020**) for recommendation to the Board.

To meet with UBC representatives to discuss amendments to NA 2020 proposed by the Committee or by UBC.

2. No Authority to Agree to Amendments

The Committee does not have the authority to agree with UBC to amendments to NA 2020.

3. Mandate

3.1 The Committee is to review NA 2020, including the Schedules, and to recommend amendments that the Committee determines should be made to update the agreement, to clarify provisions, to correct issues with the agreement, or to specify the UNA's role with respect to the Neighbours' Fund, or for any other reason whatsoever.

3.2 The Committee is to provide the Board with its proposed version of revised NA 2020.

3.3 The Committee may meet with UBC representatives to discuss proposed amendments to NA 2020, including proposed amendments that have not been approved by the Board.

4. Reporting and Board Approval

4.1 The Committee is to report orally or in writing to the Board at each regular Board meeting.

4.2 The Committee may seek Board approval of specific proposed amendments to NA 2020 before completing its work.

5. Committee Composition

5.1 The Committee members are:

- Mike Feeley
- Bill Holmes
- Murray McCutcheon
- Terry Mullen

5.2 The Committee Chair is Bill Holmes.



5.3 A Committee member who is a UNA Director does not cease to be a member on ceasing to be a Director.

6. Meetings

6.1 Meetings will take place at the times and locations determined by the Chair, and may take place by telephone or video conferencing.

6.2 Meetings will not be open to the public.

6.3 Meetings will be conducted informally, under the direction of the Chair.

6.4 Minutes of meetings are not required.

7. Staff Support

The Chief Administrative Officer is to support the Committee's work.

8. Engagement of Professionals and Consultants

The Committee may, with the Board's approval, engage the services of professionals and consultants.

9. Community Consultation

The Committee may, with the Board's approval, engage in community consultation.