



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the May 17, 2022 Agenda as circulated.

C. APPROVAL OF MINUTES

1. **Motion:** THAT the Board approve the April 19, 2022 Minutes as circulated. 1

D. DELEGATIONS

1. Daycare Capacity within UNA – Hanjing Yang
2. School Capacity within UNA – Sun Kim

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning Report – Carole Jolly, Director of Community Development and Engagement, Campus and Community Planning 5
2. Electoral Area A Overview Presentation and Area A Report – Electoral Area A Director, Jen McCutcheon (Read: [Electoral Area Newsletter](#)) 8

F. REPORTS

1. Management Report – Chief Administrative Officer 15
2. Community Works Projects
- a. Electric Vehicle Charging Station – Operations Manager 26

Recommendation:

THAT the Board approve the UNA advancing an application to the Area A Community Works Fund Committee for the procurement and installation of EV Charging Stations for up to \$195,824.

- b. Wesbrook Basketball Court – DP Board Decision + Next Steps – Chief Administrative Officer 50

Recommendations:

- i. THAT the UNA cancel the proposed Wesbrook Basketball Court project and direct UBC Properties Trust to withdraw the development permit application for the Wesbrook Basketball Court.



ii. THAT the UNA representatives to the Metro Vancouver group considering the expenditure of the Community Works Fund consider other UNA projects that could be funded with Community Works funding.

c. Area A Community Works Funds – Acadia Project Update – Chief Administrative Officer 102

Recommendation:

THAT the Board endorse UBC advancing an application to the Area A Community Works Fund Committee for the Acadia Neighbourhood Active Transportation Improvements for up to \$100,000

3. Governance and Human Resources Committee Update

a) UNA Board, Appointees + Representatives Code of Conduct Policy 110

Recommendation:

THAT the Board approve the attached UNA Board, Appointees + Representatives Code of Conduct Policy.

4. Revised Board Rules of Procedure – Director Holmes 132

Recommendation:

THAT the Board replace the revised Board Rules of Procedure approved at its April 19, 2022 meeting with the revised Board Rules of Procedure included with this report.

5. Community Engagement Advisory Committee Update

a. March 23, 2022 Approved Minutes 175

6. Land Use Advisory Committee Update

a. March 23, 2022 Approved Minutes 179

b. April 27, 2022 Approved Minutes 182

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. UNA advocacy for increased daycare and school capacity – Director Liu



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: May 17, 2022

Time: 5:30 p.m.

I. ADJOURNMENT

The Board will adjourn 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.



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Jane Kang

Ali Mojdehi
Murray McCutcheon
Fei Liu

UBC OBSERVERS:

Carole Jolly

AMS REPRESENTATIVE:

Saad Shoaib

STAFF:

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

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:32 p.m.

The Board Chair acknowledged that the meeting was held on the unceded traditional territory of the Musqueam people.

The Board presented a commemorative plaque to a retired director, Terry Mullen, to acknowledge his service.

The Chair extended a welcome to new Board member, Fei Liu.

B. APPROVAL OF AGENDA

Motion by Chair:

That the Board approve the April 19, 2022 Meeting Agenda.

Seconded by Director Glassheim.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the March 15, 2022 Open Session Minutes.

Seconded by Director McCutcheon.

Carried.

D. DELEGATIONS

1. Burb Cannabis

Steve Dowsley, Co-founder, Chairman of the Board & President of Burb Cannabis, delivered a presentation to the Board.

E. EXTERNAL REPORTS AND PRESENTATIONS

1. UBC RCMP Detachment Update – Sergeant Chuck Lan

Sergeant Chuck Lan provided his quarterly update to the Board.

2. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning presented the April 2022 report.

3. Electoral Area A Report

The April 2020 Electoral Area A Report was received for by the Board.

F. REPORTS

1. Management Report

The Management report was received by the Board.

2. 2021-22 UNA Staff Work Plan – 4th Quarter Update

The 2021-22 UNA Staff Work Plan was received by the Board.

3. 2022-23 Work Plan

Motion by Chair:

THAT the Board approve the 2022-23 UNA Staff Work Plan as amended.

Seconded by Director Glassheim.

Carried.

4. Committee Appointments

Motion by Chair:

THAT the Board appoint Director Liu to the UNA Finance and Audit Committee and the AMS-UNA Joint Advisory Committee and accept the resignation of Director Glassheim from the AMS-UNA Joint Advisory Committee.

Seconded by Director Mojdehi.

Carried.

5. UNA-UBC Liaison Committee Appointments

Motion by Director Holmes:

THAT the Board appoint Director Murray McCutcheon as a member of the UNA-UBC Liaison Committee.

Seconded by Director Glassheim.

Carried.

Motion by Chair:

THAT the Board appoint Director Eagle Glassheim as a member of the UNA-UBC Liaison Committee.

Seconded by Director Holmes.

Carried.

Motion by Director Glassheim:

THAT Chair Richard Watson remain the co-Chair of the UNA-UBC Liaison Committee.

Seconded by Director McCutcheon.

Carried.

6. Governance and Human Resources Committee Update

a. Board and Appointees Code of Conduct

The Committee received feedback from the Board.

b. Board Rules of Procedure Update

Motion by Director McCutcheon:

THAT subject to non-substantive drafting suggestions that Director Holmes may provide on the current working draft, that the Board approve the Board Rules of Procedure as written.

Seconded by Director Glassheim.

Carried. (*Director Holmes opposed*)

7. Community engagement Advisory Committee Update

Director Kang provided a verbal update to the Board.

a. February 23, 2022 Approved Minutes

The minutes were received by the Board.

Director McCutcheon departed the meeting at 8:09 p.m.

8. Land Use-Advisory Committee Update

Director Glassheim provided a verbal update to the Board.

April 19, 2022

- a. February 23, 2022 Approved Minutes
The minutes were received by the Board.
- 9. Neighbours Agreement Committee Update
Director Holmes provided a verbal update to the Board.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

The Board moved into a Closed Session to discuss the approval of minutes for a closed session or restricted closed session of a Board meeting.



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: May 17, 2022
Subject: Monthly Update from Campus and Community Planning

UBC Response to COVID-19

For UBC COVID-19 announcements see <https://covid19.ubc.ca/>.

Film & Events Notification

May

May 7th, 9:15am – 1pm

Shoppers Drug Mart Run for Women

Wesbrook Village

Learn more: <https://www.runforwomen.ca/Cities/Vancouver.aspx>

May 22nd, 9:30am – 12noon

Canada Summer Games Training Session

Stadium Parking Lot, Stadium Road, East Mall, West 16th, Marine Drive. (Roads will be not closed during this time.)

May 23rd - University closed for Victoria Day.

May 25th – 27th and May 30th to June 2nd, 8:30am to 5pm

UBC Graduation

Crescent Road will be closed to general traffic.

For a full schedule visit <https://graduation.ubc.ca/schedule/>

Community Update

Join us for Culture Club at the Museum of Anthropology

We've partnered with MOA on an exciting new family-friendly series that features storytelling, arts-based activities, and self-guided tours, specifically designed for young visitors and their families to learn about and celebrate diverse cultural perspectives and ways of knowing. Culture Club takes place the last Sunday of each month, and is included with museum admission. For more information, visit utown.ubc.ca/cultureclub.

UTown@UBC Kids Fit spaces available

Limited spaces are still available for UTown@UBC Kids Fit, a joint program with Active Kids and the School of Kinesiology. This twice-weekly, in-person program starts May 25, and will focus on fun and physical literacy. For more information, visit www.utown.ubc.ca/kidsfit or contact info.utown@ubc.ca to register.

Just for Kids! Grant projects launched

Keep an eye out in the neighbourhoods for some great projects, brought to you by young UNA residents, and funded through the [Just for Kids! Community Grants](#). These include a forest fairy house workshop (hosted by a 6-year old resident), the launch of the family-friendly “Pacific Spirit Youth Running Club”, (organized by a UNA youth), and “Fun with M & M”, an arts and crafts workshop for kids, hosted by two burgeoning artists (and best friends).

Tough Toddler: June 26

This joint event with Active Kids will take place on June 26th. There will be inflatable obstacles, games, food, resource booths, and a performance by Music with Marnie. Stay tuned for more details on this event.

Campus Vision 2050

In June 2022, the Campus Vision 2050 Terms of Reference will be presented to the UBC Board of Governors for approval. Over the summer, guided by the approved Terms of Reference including the principles, strategies and qualitative and quantitative measures, Campus + Community Planning will generate, test and evaluate a range of possible options for the 30-Year Vision, which will be shared with the community for discussion and feedback in the fall, through the next series of public engagement. Based on feedback from the community and the university, and further testing and evaluation, a draft 30-Year Vision and recommended Land Use Plan updates will be presented to the community in early 2023 for feedback.

Leading up to this key milestone, a series of public engagements were held during March and April to gather feedback from campus residents and the UBC community on draft principles and strategies, which will be included in the finalized Terms of Reference. There were community conversations with two stratas, an open house at Wesbrook Community Centre and pop-ups at the Old Barn and outside Save-on-Foods. Through a series of targeted communications, campus residents were also invited to complete a survey to provide feedback on the draft principles and strategies.

Direct engagement with the UNA on the draft principles and strategies, in addition to the growth inputs and ranges for the neighbourhood and academic lands, will continue during May through the following meetings and discussions:

- UNA Land Use Advisory Committee
- UNA Board workshop

- UBC-UNA Liaison Committee

In addition, the Community Advisory Committee, which includes UNA representation and resident members, met in early May.

A summary report on engagement with the UBC community between January-March and the final Terms of Reference will be shared broadly in mid-June.

Development Project Updates

Development Permit Board Meeting

The UBC Development Permit Board is scheduled to meet on May 10, 2022 starting at 5:00 PM to review DP22011T Wesbrook Place Basketball Court and DP22010 Wesbrook Place BCR6 Market and Faculty/Staff Housing.

Learn more: <https://planning.ubc.ca/event/development-permit-board-meeting>.

Construction and Roadwork Update

Wesbrook Mall Upgrades

The Wesbrook Mall corridor between Student Union Boulevard and Chancellor Boulevard is being upgraded in phases to repair the condition of the roadway and enhance safety and user experience for all modes of transportation. Construction began in April 2022 and will continue until September 2022.

The first stage of construction on Wesbrook Mall between Walter Gage Road and Student Union Boulevard is anticipated to be completed on approximately May 9th. Once complete, work will continue north to the segment between Walter Gage Road and Chancellor Boulevard. Work in the westbound lane on Chancellor Boulevard will commence on Monday, May 9th resulting in a full closure of the westbound lane of Chancellor Boulevard east and west of Wesbrook Mall. Nearby streets and sidewalks will also be affected during this time.

For more details about what to expect during construction please visit:

<https://planning.ubc.ca/wesbrook-mall-upgrades>



Director's Report

Hello UNA/UBC/UEL neighbours,

This month's newsletter is rather brief, as it's been a tough month for me. I recently lost my father, Rob Capell, after a long battle with Parkinson's disease. There are so many wonderful things about him, but most of all, I remember him for his incredible kindness and genuine care for others. He served as a high school teacher and vice principal during his professional career, and I have been overwhelmed by the number of messages from former students about what a kind and fair man he was. As I reflect on my dad's life against the backdrop of all the challenges our world is facing, I can't help but feel an incredible sense of pride – to be remembered for kindness above all else is an incredible legacy, and an inspiration.

As for community news, one of the most anticipated developments is the UEL cannabis store application. The provincial government has signed off on the bylaw changes required to move this application forward to Metro Vancouver, and the application will come to the Electoral Area Committee (which I Chair) on June 7. I am working to make sure that the rest of the Electoral Area Committee, as well as the Metro Vancouver Board (who will make the final decision) understand the concerns raised by the UEL community. You can read more about the process on page 2.

As always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with.

All the best,

Jen McCutcheon

Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)



Jen with her parents, Rob and Rosemary Capell, in 2016.



UEL Cannabis Store Application – Next Steps

In April 2022, the Minister responsible for the University Endowment Lands (UEL) approved zoning bylaw changes to allow Burb Cannabis Corporation to operate a non-medical cannabis retail store at 5784 University Boulevard.

The next step in the process is for Metro Vancouver to consider whether or not to recommend that the BC Liquor and Cannabis Regulation Branch (LCRB) issue a non-medical cannabis retail store licence to Burb Cannabis Corporation at this site. The Electoral Area Committee will be considering this matter at its upcoming meeting on June 9, 2022. Information, including an application summary and public feedback received to date, can be viewed [here](#).

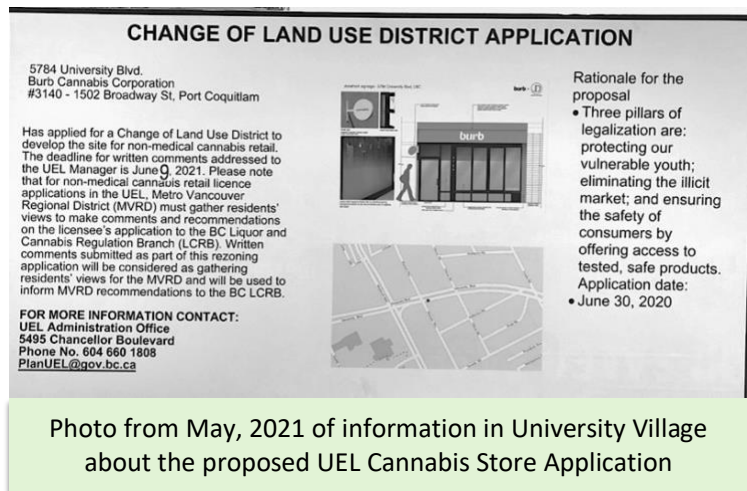


Photo from May, 2021 of information in University Village about the proposed UEL Cannabis Store Application

If you have already submitted comments either as part of the UEL rezoning application or by sending them to Metro Vancouver, your comments will be part of the package of materials that will be considered by the Electoral Area Committee on June 9. If you have not submitted comments or would like to submit additional comments, you can do so by sending them to Marcin.Pachcinski@metrovancouver.org and copying me (areaajen@gmail.com). The deadline to have comments included as part of the package of materials that will be considered by the Electoral Area Committee at its June 9, 2022 meeting is 4:00pm Monday, May 30, 2022.

If you are interested in speaking in relation to this application to the Electoral Area Committee at its June 9, 2022 meeting, [click here](#).

After the June 9 Electoral Area Committee, this matter will be considered by the MVRD Board at its June 24, 2022 meeting. If the Board recommends that the LCRB issue the licence, then the LCRB will be able to issue the non-medical cannabis retail store licence. If the Board does not recommend that the LCRB issue the licence, then they will not be able to issue one.

If you haven't already done so, I encourage all residents to submit comments on this application. The vast majority of residents within the UEL that I have spoken or emailed with have been in strong opposition of this store in their small community. I will do my best to ensure that your message is conveyed to the rest of the Electoral Area Committee and Metro Vancouver Board.

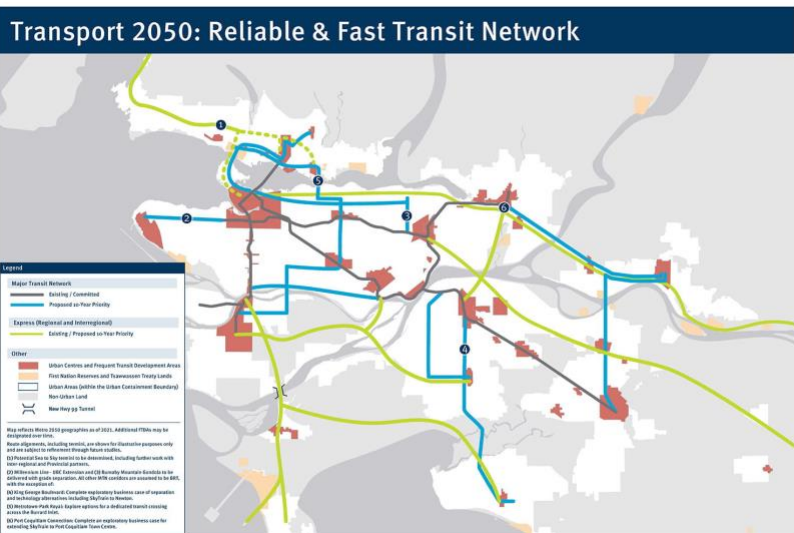


TransLink Updates

TransLink Unveils First 10 years of Transport 2050 Priorities

The recently released *Transport 2050 Strategy* concluded that there is an urgent and widespread need to address climate change, housing affordability, and traffic congestion by increasing and improving transit service as quickly and cost-effectively as possible.

Earlier this month, TransLink released the set of priorities for the first ten years of *Transport 2050* in a document called *Transport 2050: 10-Year Priorities*. In this document, TransLink and the Mayors' Council on Regional Transportation (which I am part of) have released details about priority investments to meet the increasing demand for transit and support the transportation needs of Metro Vancouver's growing population. This is the next step to implement the ambitious goals and targets set out in *Transport 2050*.



Proposed investments detailed for the next decade include: doubling regional bus service levels, up to 170 kilometres of new rapid transit on up to 11 corridors (including the Millennium Line SkyTrain extension from Arbutus to UBC), and building 450 kilometres of new traffic-separated cycling paths. One of the biggest advances in this plan are the introduction of high-capacity Bus Rapid Transit. This new zero-emissions bus-based rapid transit could be deployed along high-demand corridors throughout Metro Vancouver at a fraction of the cost and time compared to rail-based technology.

[Learn more about the 10-Year Priorities here](#)

Earth Day 2022 – Taking Transit for the Planet

On Earth Day, April 22, TransLink launched #Transit4ThePlanet, encouraging Metro Vancouverites to leave their cars at home and take transit, knowing individual choices have the power to make a difference. Nearly 320,000 people took transit for the planet on Earth Day 2022. Had all these people driven gasoline cars instead, 1,365 metric tonnes of CO₂ would have been emitted – the equivalent to greenhouse gas emissions of 294 gasoline cars being driven or a year. Better yet, nearly one-third of all transit journeys on Earth Day used only near-zero-emission modes such as SkyTrain and electric trolley buses. These modes reduce greenhouse gas emissions by over 99% compared to driving a gasoline car.



Metro 2050: Regional Growth Strategy Update

The Metro Vancouver Board is moving forward toward adopting a new regional growth strategy before the end of the municipal government term in October. Metro 2050 is the regional federation's vision for accommodating anticipated future growth in the region with considerations for diverse and affordable housing, transit and mobility, resilient employment, protected ecological and agricultural lands, the impacts of climate change, and more. An interactive version of *Metro 2050* available here: [Metro 2050 \(metrovancouver.org\)](https://metro2050.metrovancouver.org)

At the Board meeting on March 25, 2022, the bylaw to adopt *Metro 2050* received first and second readings, and a public hearing on the was held on April 20, 2022. At the April 29, 2022 meeting, the Board referred the bylaw to member jurisdictions for approval. Per the *Local Government Act*, member jurisdictions have 60 days from the date of receipt to consider *Metro 2050*. It is expected that the Board will consider third reading and final adoption of the bylaw at its July 29, 2022 meeting.

I am generally in support of the new strategy, as it provides better direction for where and how the region grows, in light of climate emergency. I do not feel that the strategy is strong enough on climate



policy, but I am aware that the Board is made up of a very diverse set of individuals, some of whom feel that the policy direction in the current draft provides too much restriction on growth. I am hopeful that we can pass this strategy and immediately start working towards strengthening the climate policies, which can be done through the amendment process. To this end, and through the work of the Metro Vancouver Climate Action Committee, staff have been directed to undertake work and engagement with an aim to proposing an early amendment to *Metro 2050* post-adoption to further strengthen climate action language and policy including the intent to improve integration of climate action into other *Metro 2050* priorities.

Payment of Fire Services in Rural Parts of Electoral Area A

As members of Metro Vancouver Regional District, a portion of our taxes go to the regional district to help pay for services such as our sewer, regional parks, and electoral area services. Metro Vancouver does not provide a fire service to Electoral Area A communities, and here on the UBC peninsula, we have a fire service agreement with the City of Vancouver and pay the city for the service that is provided by the Vancouver Fire Department. Unfortunately, such fire service agreements are not in place in other, more rural parts of the Electoral Area, which means that when there is a fire in a place like Barnston Island or the small communities between West Vancouver and Lions Bay, there is no mechanism in place for neighbouring fire departments to be paid for fighting a fire. This is a longstanding and complicated issue, which you can read more about [here](#).



Fire services on the UBC Peninsula are provided by Vancouver Fire Department (VFD) Photo credit: VFD

Last fall, there was a fire on Barnston Island, and thankfully, Surrey Fire Department responded. Despite my objection, the Electoral Area Committee and then the Board voted to have the fees for this service come out of the Electoral Area A budget. Given that the UBC and UEL make up more than 98% of the Electoral Area, our taxes fund the vast majority of the Electoral Area including its reserve fund. This is the case for all electoral services, but this fee seemed unfair to me given that we already pay not only 98% of the taxes to the regional district, but also the fire service charge to the City of Vancouver. I am definitely in support of rural residents receiving fire services, and have been working to try to establish fire service areas in these more rural areas. My objections to this payment solution are for two reasons. First, from a fairness perspective, we are in a unique situation here on the UBC Peninsula where we both pay for our own fire service AND are now being asked to pay for fire services in another area of the region. To my knowledge, there is nowhere else in the province where this is the case. The second reason is the potential disincentive that this solution provides for more sustainable fire service areas. Again, it is a complicated issue with no easy solution. I am happy to discuss it further with anyone who is interested.

The solution proposed for payment (\$25,000) of the Barnston Island fire is a temporary solution, and the funds will not come from a tax requisition but rather from excess operating funds or reserve funds collected in the past decades. In the coming months, Metro Vancouver is working on a Mutual Aid agreement for the whole region. This agreement will enable neighbouring jurisdictions across the region to attend emergencies (at the request of the host jurisdiction) and to be reimbursed for this service. This means that if, for example, there was a large-scale emergency on the UBC peninsula, we could call in not only the City of Vancouver emergency services, but also other neighbours such as Richmond. The same would hold true for more remote areas of the Electoral Area.

More Climate 2050 Draft Roadmaps Released

During the past few months, three additional draft *Climate 2050* roadmaps were released for public input. These roadmaps are designed to help the region reach our climate targets for 2030 and 2050. Each roadmap focuses on a different area necessary for decreasing our carbon emissions. The latest three roadmaps focus on energy, nature and ecosystems, and industry and business. These are detailed reports and are very interesting. I've summarized the key strategies from each report below, which are [available in full here](http://www.metrovancouver.org/services/air-quality/climate-action/climate2050/regional-priorities/discussion-papers/).

[\(http://www.metrovancouver.org/services/air-quality/climate-action/climate2050/regional-priorities/discussion-papers/\)](http://www.metrovancouver.org/services/air-quality/climate-action/climate2050/regional-priorities/discussion-papers/)



Draft Climate 2050 Energy Roadmap Key Strategies:

1. Plan for the transition to clean, renewable, and resilient energy
2. Accelerate electrification
3. Increase sustainable production of low carbon biofuels and hydrogen
4. Limit expansion of fossil fuel production
5. Protect existing energy systems from current and future climate impacts
6. Build new energy systems that are climate resilient

Draft Climate 2050 Nature and Ecosystems Roadmap Key Strategies:

1. Protect, restore, and enhance the region's ecosystems
2. Connect green infrastructure
3. Integrate natural assets into conventional asset management and decision-making processes
4. Support a resilient, robust, and healthy urban forest
5. Advance nature-based solutions to climate change

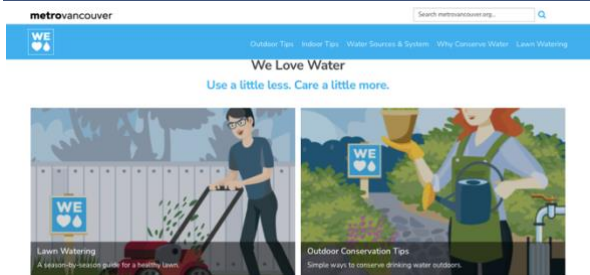
Featured Story: Urban Trees

Climate change is affecting the long-term survival of our urban forest. Metro Vancouver is developing guidelines and education materials to help landscapers choose trees that can adapt to our region's urban environment and weather conditions.

Draft Climate 2050 Industry and Business Roadmap Key Strategies:

1. Accelerate emissions reduction from industrial facilities
2. Reduce non-road emissions and support early adoption of zero emission non-road equipment
3. Explore opportunities for technological carbon capture
4. Reduce greenhouse gas emissions through procurement and other business practices
5. Assess climate vulnerabilities for businesses in the region
6. Support industry and business resilience to flooding through better information and planning
7. Improve business resilience to extreme heat and air quality events
8. Support water conservation to increase resilience to shifting precipitation patterns

New Water Restrictions in Effect



I mentioned this last month but wanted to make sure that everyone is aware that as of May 1, residents of Metro Vancouver (including UBC, UNA and the UEL) are only allowed to water their lawns once a week. You can read more about the watering restrictions, as well as other tips for conserving water [here](http://www.metrovancouver.org/welovewater/Pages/default.aspx): <http://www.metrovancouver.org/welovewater/Pages/default.aspx>

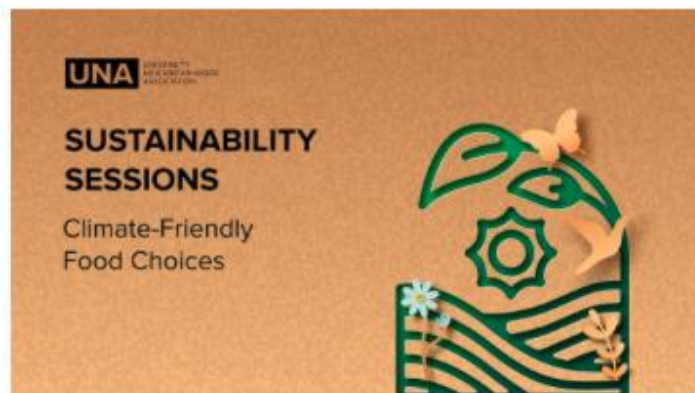


Upcoming UNA Sustainability Sessions

Join UNA’s Sustainability Team for our monthly Sustainability Sessions, a series of virtual Lunch & Learn sessions on various sustainability topics. We welcome participants to connect over their lunch hour and learn from exciting guest experts. This series aims to connect, share resources, and support networking with sustainability champions in our neighbourhood communities.

May 18 – 11:30am-12:30pm
Climate Friendly Food Choices
[Sustainability Session 4: Climate Friendly Food Choices \(perfectmind.com\)](https://perfectmind.com)

June 14 – 11:30am-12:30pm
Eco-Friendly Home and Personal Care Products
[Sustainability Session 5: Eco-Friendly Home and Personal Care Products \(perfectmind.com\)](https://perfectmind.com)



Jen's Board and Committee Appointments for 2022

Below are the boards and committees that I serve on. Feel free to reach out to me if you would like to learn more.

- Metro Vancouver Regional District (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Climate Action Committee, MVRD
- Finance Committee, MVRD
- Chair of the Electoral Area Committee, MVRD
- Mayors’ Committee, MVRD
- E-Comm Board of Directors
- Human Resources Committee, E-Comm
- Fraser Valley Regional Library Board of Directors
- Joint Regional Planning Committee for TransLink
- Inaugural Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- Ocean Watch Action Committee
- Lower Mainland Local Government Association Third Vice President (newly elected!)

Links & Connections

[Jen McCutcheon’s Website](http://www.areaajen.ca)
www.areaajen.ca
[Jen McCutcheon’s Facebook](https://www.facebook.com/AreaAJen)
www.facebook.com/AreaAJen

[Metro Vancouver](http://www.metrovancouver.org)
www.metrovancouver.org
[Mayors’ Council on Regional Transportation](http://www.translink.ca)
www.translink.ca



Report Date: May 10, 2022
Meeting Date: May 17, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: May Management Update

Background

The May 2022 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late April and early May a major focus was on Community Works Fund project planning and assisting with a variety of governance related items, including assisting with onboarding for the new AMS Designated Student and drafting a new Board, Appointees and Representatives Code of Conduct. A significant amount of time was also spent attending numerous Campus Vision 2050 Community Advisory Committee and Land Use Advisory Committee meetings.

Some of the key areas that I worked on over the past month include the following:

Board Relations

- Attended the Governance and Human Resources Committee and Land Use Advisory Committee meetings.
- Worked with the Governance and Human Resources Committee to support ongoing Board governance projects, including drafting an updated Board, Appointees + Representatives Code of Conduct policy. Initial work on a proposed process for reviewing electronic voting was also started.
- Provided a UNA orientation session for Erin Co, the new AMS Designated Student.
- Held a kick-off meeting with Allan Neilson, the consultant for the June Strategic Planning Session, which will take place on June 3rd and 4th. Staff will work with Allan to set up one-on-one Board interviews, which are scheduled to get underway the week of May 23rd. The purpose of the interviews is to understand the Board members' expectations for the strategic plan, and to gather input for an environmental scan.



- Assisted with planning for the upcoming UNA-UBC Liaison Committee meeting

COVID-19 Support

- Ongoing monitoring of UNA COVID 19 processes.

Operations

- Worked with UBC officials in the procurement of consultants to assist with the review of the reserve policies.
- Ongoing work to advance the proposed UNA-UBC Community Works Funds projects to the next stage – including attending the UBC Development Permit Board meeting.

Stand-alone reports on the proposed Wesbrook Basketball Court, Electric Vehicle (EV) Charging Stations, and Acadia Neighbourhood Active Transportation Improvement projects are included in this agenda package.

Finance

- Assisted with the audit planning process.

Risk Management

- The insurance broker has been contacted, and quotes will be received starting 45 days from the end of our current policies, which expire on July 1, 2022. The process of providing the required information to the broker has commenced.

Programs and Services

- Records Management work - Continue to assist with the implementation of the Records Classification and Retention System, including assisting with an organization-wide training session successfully undertaken by Marta Mikolajczyk.
- Worked with UBC and UBC Properties Trust (UBCPT) in relation to the proposed transition of landscaping responsibilities from UBCPT to UNA.
- Met with UBC and UBCPT representatives to discuss the planned childcare facilities for the BCR6 Development. As the project will be funded in part by Community Amenity Contributions the UNA will be involved as per the requirements of Neighbours Agreement 2020 (NA2020).
- Attended a working session with UBC Risk Management Services officials to discuss emergency management planning for the Neighbourhood Housing Areas.

Human Resources

- Assisted with the ongoing hiring process for the new IT Specialist and Operations and Facilities Coordinator positions.

Community Relations

- Attended a UBC Campus Vision 2050 Community Advisory Committee meeting as the UNA representative. The meeting was focused on a review of the updated Terms of Reference and emerging themes.

OPERATIONS

Green Depot Illegal Dumping

There has been ongoing illegal after-hours dumping activity outside of the Green Depot. Our team has noticed illegal drop off of items that are not accepted in the Green Depot such as pots and pans, butane tanks, significant number of plastic sport drink bottles and damaged strollers. Illegal drop off not only attracts unwanted attention that leads to security issue, it also adds a significant operational burden and costs to properly dispose of unacceptable items.

For items that are not accepted in the Green Depot, there are other local recycle facilities in the City of Vancouver that can accept and recycle them free of charge, for more info please visit [Vancouver Zero Waste Centre](#)

A reminder to all residents to not drop off any items at the Green Depot outside of operating hours. It is also very important to ensure items dropped off during operating hour are acceptable. For the list of acceptable Items, please visit our [Green Depot Page](#).

Mundell Park Water Channel System Temporary Shutdown

UBCPT, the operator of the Mundell Park water channel has identified abnormal water consumption in the water channel and pond system. The Mundell Park water channel system is part of South Campus Storm Water Management System. This system collects rainwater in the Wesbrook area through a number of collection points and water channels, redirecting rainwater to Nobel Park storm water retention facility before its final release to the nearby Booming Ground Creek.

UBCPT has hired a consultant to investigate and address the abnormal water consumption issue. The water channel system is currently shut down to assist the team carries out the inspections and follow up work.

Stage 1 Lawn Watering Regulations are in effect May 1 to October 15

Stage 1 Lawn Watering Regulations are in effect May 1 to October 15. Stage 1 Residential lawn Watering allowed:

- Even-numbered addresses on **Saturdays, automatic watering from 5 am to 7am**
- Odd-numbered addresses on **Sundays, automatic watering from 5 am to 7am**

Watering trees, shrubs and flowers is permitted **any day from 5 am to 9 am if using a sprinkler**, or any time if hand watering or using drip irrigation. All hoses must have an automatic shut-off device.

Watering vegetable gardens and edible plants is excepted and allowed any time.

The full list of water use regulations for homes, businesses, governments and schools for Stages 1 to 4 is available in the [Drinking Water Conservation Plan Summary document](#).

June High Impact Events

The following events are taking place in and around the Neighbourhood Housing Areas.

Friday, June 17 - [Longest Day Road Race](#)

Sunday, June 26 - [Vancouver Half Marathon](#)

Road closures and event information will be shared through UNA website, Strata Chair Email Distribution List, and weekly E-newsletter as soon as information become available.

FINANCE

Highlights of major activities:

- Fiscal 2021/22 Closing
- Planning for Annual Audit
- Joint Financial Task Force (JFTF)

Details:

Fiscal 2021/22 Closing:

Our key focus in April was to review and complete all the transactions for fiscal 2021/22 (March 31 is our year end) in order to be ready for the annual audit work in May. So far, the preliminary result is showing that the UNA is at a surplus position for fiscal 2021/22 and the fourth quarter report for fiscal 2021/22 will be submitted at the next Board meeting.

Planning for Annual Audit:

The plan for our annual audit is to start the field work at the second week of May and have the draft statement ready in July for the Board to review. The auditor will be presenting at our July Finance and Audit Committee meeting (meeting moved to June 23rd) and July Board meeting.

Joint Financial Task Force (JFTF):

The procurement for the reserve study consultant went out in March, and we were able to award the project in early May. The tentative time frame is to start the work in May and



complete the work by September. The Board will be updated accordingly as the project progresses.

COMMUNICATIONS

Community Engagement Advisory Committee Support

The Communications Manager has been working to support the Community Engagement Advisory Committee (CEAC) in finalizing and dissemination of their community survey. The survey closed on May 2 – with a total of 877 responses. Results will be delivered to the committee during their May 25 meeting and to the Board of Directors in June.

Staff ID Badges

New UNA Staff ID badges were created and distributed to staff. These new badges include branded lanyards and ID Cards to help with staff member identification and facility security.

UNA Card Promotion

Communications has implemented a promotional campaign for UNA Cards across digital signage, print, and web. This campaign aims to increase awareness of UNA Card benefits, the process for application, and eligibility requirements. The new landing page can be found at myuna.ca/card, or under the “Account” menu section.

Personal Training Services

Communications supported the Recreation team in creating a new landing page for UNA personal training services. This page can be found at myuna.ca/personal-training.

UNA Neighbourhoods Feature Video

Communications launched new feature videos to the website and digital signage system. A long edit was created for onsite display and a compressed version has been used for the website home page. We have maintained high site speeds due to our previous transition to cloud-based servers and implementation of client-side caching.

Website Menu Structure Change

Communications has started the transition to an updated information architecture for the UNA website. This new structure establishes five key areas for information to help users navigate the site more easily:

- **Account** – Helps guide community members through creating and accessing their UNA Accounts, requesting UNA Cards for discounts and obtaining UNA Memberships.

- **Services** – All UNA services can now be found under the services menu item, pages are organized into recreation services and community services.
- **Governance & Finance** – Includes information on UNA meetings, board of directors, committees, governance structure, financial information and strategic planning.
- **News & Events** – Latest news and updates from the UNA, including newsletter information and community events calendar.
- **About** – Includes details about the society, our facilities, contact information, career/volunteer opportunities and organization level policies.

Customer Support Review Project

Communications worked with the Recreation and Operations teams to develop a plan for streamlining and improving customer support ticket management. This project incorporates our findings from the past two years and aims to maximize efficiency, reduce staff workload and minimize system costs. The project is expected to be completed by the end of May.

RECREATION

April saw increased crowds to both the Wesbrook and Old Barn Community Centres, as we continue to work with the UNA community on re-engaging the public. Some major events included Spring Camps, Easter, Youth Week, Mother's Day event, along with the return of group fitness programs.

With a full crew, we are excited to be heading into the summer with fresh ideas and fresh faces.

Front Desk Update

Hours of Operation

Spring Hours: <https://www.myuna.ca/facilities/#wesbrook>

Holidays changes coming up in May
Victoria Day – May 23rd, 2022

PHO Operational Structure

All PHO restrictions have been lifted for the Wesbrook and Old Barn Community Centres, along with UNA Events and Activities. In addition, physical barriers have been removed.

BOOKINGS

8 External Bookings were held in April at the Wesbrook Community Centre.



0 External Bookings were held in April at the Old Barn Community Centre.

Usership (Drop-In)

- 530 Program Drop-ins (Increase of over 100 from March)
- 220 new paid parking permits issued (resident and visitor and replacements permits) +200
- 264 Applications reviewed (includes successful, unsuccessful, refunds, replacements, and all pass types)
- 90 submitted online
- 174 submitted in person

New Complimentary day passes are difficult to track in PM but likely represent the majority of parking applications

ZenDesk – Tickets Received / Tickets Solved / Touches

- 419 Received (+200 over April)
- 404 Solved
- 904 Touches

Programming Update

Category	Number of Programs	Revenue	Enrollment	Waitlist Total	Withdraw Total
Physical Activity	62	\$48,987.75	479	28	41
Arts	40	\$43,044.28	270	31	33
Education	30	\$20,926.10	189	17	21
Private and Group Music Lessons	9	\$19,266.60	65	58	10
Events	6	\$450.00	173	0	6
Camps	1	\$420.00	6	0	1
Sport Bookings	1	\$330.00	37	12	5
Drop-In	27	\$184.65	175	0	0
Social	18	\$0.00	110	15	2
Grand Total	194	\$133,609.38	1523	161	119

- A Programming Team and Front Desk Team Meeting was held on April 29 from 6-8pm at Wesbrook Community Centre. Eight Front Desk and four programming staff members attended the meeting. It was a good opportunity for the two teams to get

together and discuss the process, procedures, and community inquiries. Sports drop in procedures, gym accessibility, waitlist management, and communication with program participants were discussed most. The recreation team heads will follow up and review the action plan soon.

- The grant funded senior’s project ***Live Well, Stay Strong: Brain Wellness, Digital Literacy, and Physical Health*** will start the planning process in May. Seniors in the UNA community will be invited to join the process. The \$24,595 funding will be used to revive the strength of seniors in the UNA neighbourhoods, support them in coping with the sustained impact of the pandemic, and prepare them to rejoin community life.
- The UNA also received \$16,771 from **Canada Summer Jobs funding**. The grant will subsidize the wages of summer camp leaders who are going to run 18 adventure camps over nine weeks in the summer.
- A few key positions in the Recreation Department have been filled including Fitness Center Supervisor, Safe and Connected Community Coordinator, Birthday Party Leader and Event Assistant, and five summer camp leaders. Front Desk and instructors’ hiring continues.
- Three recreation staff members attended the annual BCRPA Symposium on May 4th and 5th in Whistler and they will report on their trip to the Rec Team in May.
- Newcomers Support Group is really picking up, thanks to two very enthusiastic community volunteers Sandy and Rachel. They have been able to steadily attract new members (particularly stay-home moms) to come to their sessions and other community programs. It is a good program to engage immigrant families.
- Men’s Community Network will host an information session on May 10 from 7-9pm at WCC to drum up their upcoming activities, including Walking Soccer, outdoor hikes, and casual bike rides.
- Six events were held at the Barn in April with a good overall turnout. We will continue to offer activities here and animate the space.
 - Bike skills: Road Safety Training (18)
 - Raven: An Interactive Storytelling Performance (51)
 - Family Movie Night (3)
 - Easter Egg Hunt (200-300)
 - Inclusive Community Dance (6)
 - Coffee Talk at the Barn (10)
- Water colour and flower arrangement workshops were a success. Participants were happy and want more art programs in the future. Currently researching grants to support art and culture programs to make art programs more sustainable for long term.



- The Parent and Tot Gym Drop-in program is really starting to pick up. This was a very popular program before Covid but has been slow to recover. We have seen recent growth - close to 300 children have participated in the program since January! The program instructor, Ruta, makes young families feel welcome in our community centre. Ruta works very hard to set up the equipment in fun and inviting ways and leads an engaging circle time with stories and songs. She is also very safety-focused and ensures the equipment is sanitized and free of hazards. This program is not only beneficial for the tots who get to explore and develop their skills, but also connects young parents to each other and builds community.

Seniors Satellite Programming Update

- The UNA Recreation team successfully secured satellite programming space at Hampton place and began in-person Osteo-fit and In-Chair Yoga. In addition, we are currently hiring an Aquafit instructor, to start Aquafit classes in the same location. Hampton Place will serve as an example of how recreation is reaching out to meet all the needs of the community.

Youth Update

- Drop-in program numbers for April
 - Youth Social Drop-in (Wednesdays) – 52 participants
 - Garage band (second and fourth Thursday of the month) – 9 participants
 - Art Drop-in (Mondays) – 13 participants
- Youth Leadership
 - We have moved to standardize Youth Leadership Curriculum by utilizing Youth Engaged in Leadership and Learning (YELL) Handbook and organizing each season to stack on top of each other. Etana has proposed a curriculum for Pre-teen Leaders as well.
- BC Youth Week May 1-7 was a huge success and brought a lot of fun and energy to the centre's. Activities included, Scavenger hunt and sundaes, Bubble Soccer, Dodgeball, Capture the flag, Glow in the dark night.

Health and Fitness Update

	Wesbrook	Old Barn	UNA Total
Attendance Fitness Centre	2136	187	2323
Attendance Fitness Classes	152	0	152
Personal Training Sessions	3	0	3

Health and Fitness Focus upcoming:

Kieran Petty, the new Fitness Supervisor, is now on board and in the process of getting acquainted with the new fitness team. Kieran has a history as an athlete and diving coach, and brings a strong background in business, customer service and health and fitness. Kieran will be not only a great addition to the Fitness Centre but also the UNA team.

Special Event – Mother’s Day

Wesbrook Community Centre was the site of a successful Mother’s Day Celebration that attracted mothers from all over the UNA. Hosted on May 4th, 2022 the event attracted over 90 attendees.

- There was good community engagement, with six community volunteers assisting with the event.
- The set up in the lounge included one food station, a big photo booth, a big flower bouquet, balloons, and paper artworks. They created a beautiful space to cheer up everyone.
- Food included coffee, tea, cookies, brownies, scones, and fruits.
- A photo zone with decorated banner and balloons and kid’s activity table with jewelry making and drawing.
- The outdoor lounge area was used as a good extension for Mother's Day events.
- Recreation Manager, Dave Gillis and UNA board member Jane Kang made speeches for the event.

Financial Implications

None

Operational Implications

None

Strategic Objective

None



Attachments

None

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: May 10, 2022
Meeting Date: May 17, 2022
From: Wegland Sit, Operations Manager and Robyn Chan, Sustainability Specialist
Subject: Electric Vehicle (EV) Charging Stations Project Update

Background

Metro Vancouver receives Gas Tax monies through the Community Works Fund that may be used for eligible projects to benefit the Electoral Area A communities.

To help Metro Vancouver decide which projects would benefit the University Neighbourhoods Association (UNA), University of British Columbia (UBC), and University Endowment Lands (UEL) communities Jennifer McCutcheon, Chair, Electoral Area A Committee, invited the UNA to appoint representatives from the UNA Board and staff to participate in a process to discuss potential projects.

The Electric Vehicle (EV) Charging Stations project is one of the four projects tentatively approved by the UNA Board in September 2021 for advancement. Working together with UBC the UNA engaged a consultant to review potential locations and costs. The review indicates that there is an opportunity to pursue multiple EV Charging Stations in the Neighbourhood Housing Areas, and this report recommends moving the project to Area A Electoral Committee for approval.

Decision Requested

THAT the Board approve the UNA advancing an application to the Area A Community Works Fund Committee for the procurement and installation of EV Charging Stations for up to \$195,824.

Discussion

The Electric Vehicle (EV) Charging Stations project would see UBC install seven new Level 2 EV Charging Stations in the UNA neighbourhoods (subject to any required permitting processes).

There are currently three existing EV Charging Stations in the Wesbrook neighbourhood. BC Hydro operates two high speed Level 3 charging stations on Webber Lane next to Wesbrook Community Centre. A Level 2 UNA EV charging station is installed and pending for final operation approval at 3515 Wesbrook Mall outside of Evolve Building.

For this project it is proposed that two new Level 2 public EV charging stations would be installed in the Hawthorn, Chancellor and Wesbrook neighbourhoods, along with one new Level 2 public EV charging station in the Hampton neighbourhood.

Installing an EV Charging Station requires pre-planning/feasibility work to ensure that they can be installed in the neighbourhoods. For this project, the UNA collaborated with UBC Sustainability Office and UBC Community Energy Manager Ralph Wells. The UNA and UBC jointly contracted AES Engineering to provide consultant services and to draft the initial feasibility report for on-street EV charging stations.

The scope of work of the feasibility report included the following:

1. Assess potential streetlight standard locations to determine feasibility.
2. Assess ownership of electrical infrastructure adjacent to streetlights.
3. Site visit to evaluate electrical panels, capacity and streetlight standards.
4. Upon confirming electrical capacity at various sites, create system designs and estimate costs.

The project team started the EV feasibility study project in December 2021. AES Engineering later proceeded to do onsite visits with the assistance of UNA street light maintenance team. After further discussion and investigative work with key stakeholders (including UBC Utilities and BC Hydro), the feasibility report was presented in May 2022.

Streetlight Charging vs Low Profile Transformer (LPT)

In order to power EV Charging Stations there are two main options, either streetlight charging or low profile transformer (LPT). Streetlight charging is a promising option for using existing electrical infrastructure to support on-street Electric Vehicle (EV) charging. A streetlight charging panel is mounted to streetlight standards and can make use of the electric circuits supplying streetlight (though some may use a new circuit from nearby streetlight panels). Where viable, streetlight charging can avoid the costs of new electrical services and civil works, for example by re-using existing underground conduits to reduce the need for excavation, which can result in a significant cost saving during the installation of new on-street charging stations.

As opposed to streetlight charging, the LPT option utilizes power from BC Hydro owned low profile transformers. Physically, instead of mounting on a light post, the LPT option requires an additional pedestal mount to support the charger and connector unit itself.

In term of coverage, the LPT option is more restrictive as there are a limited number of LPT available around the UNA area. Technologically, there is no different between the streetlight charging or the LPT powered option. An additional limiting factor is that in a previous AES study, a LPT capacity assessment was performed for various locations in Wesbrook Neighbourhood. The study noted that the Wesbrook Area feeder could only

support only a single LPT fed dual-dispensing EV charger because of capacity issues. The design and the capacity of the feeder that supports the Wesbrook Neighbourhood was determined during the planning phase of the neighbourhood, and the success of any future LPT powered options in the Wesbrook area will be largely dependent on the feeder upgrade schedule that is under BC Hydro and UBC management.

The proposed on-street charging locations identified for consideration are correlated to the location of either a nearby streetlight control kiosk or a BC Hydro low profile transformer (LPT). Based on previous EV charging station project experience in Wesbrook Area there are two significant cost implications related to utilizing the BC Hydro LPT. First, since BC Hydro requires a formal application for works associated to any LPT-related project, it means there is additional permit application costs as well as permit processing time to be considered before the work can start. The second consideration is the uncertain outcome of BC Hydro's permit application. As BC Hydro will assign their own designer to investigate BC Hydro's infrastructure and outline equipment and capacity upgrade requirement, the outcome of this process can have a significant financial implication to the project itself. The project team has very little control in the BC Hydro's permit application process.

Given the uncertain nature of the BC Hydro application process, at this stage, the consultant cannot accurately determine what the cost of the upgrade for each LPT will be from BC Hydro, simply because it largely depends on the electrical design of their system upstream and the extend of civil upgrades will be needed. These costs have the most variability as they are determined by BC Hydro. The price point presented in the report for the LPT upgrade was based on an estimate from a senior engineer at AES.

Given the benefits and the simplicity of streetlight charging over the LPT option, this project will mainly focus on streetlight charging locations where appropriate.

Proposed Charging Locations

The objective of this EV Charging Station project is to embed sustainability into our operations by expanding on-street EV charging stations to as many UNA neighbourhoods as possible. The focus is to provide quality long-term sustainable solution for our communities as well as other EV drivers. The goal is to plant the seed now and reduce the long-term cost of future expansion.

Again, due to the uncertain nature of BC Hydro permit application and the benefit of streetlight charging option, the proposed charging locations favour on street lighting charging locations instead of BC Hydro LPT option when possible.

The proposed EV charging station locations include Chancellor, Hampton, Hawthorn and Wesbrook neighbourhoods. Initially, it will include seven stations across four neighbourhoods.

Some charging stations, including the stations in Chancellor and Hawthorn neighbourhood will not be running at its maximum capacity (i.e. they can be expanded upon in the future). The decision to start with a smaller number of stations is to ensure we can provide a wider neighbourhood coverage during the initial launch. By doing so, it will significantly reduce the cost for long-term expansion, as other supporting infrastructure is already in place at each location as part of the initial launch. It will put the UNA in a much better position to take on additional charging stations should the demand warrant and should other sustainability incentive and government funding become available.



Map 1 – Proposed EV Charging Stations in **Red**, Existing EV Charging Stations in **Green**

The proposed curbside charging locations are intended to be placed at locations that will have the least impact to nearby residents. The proposed Chancellor location will replace two parking spots in an existing two-hour parking zone on Theology Mall. The proposed Wesbrook Location will replace two parking spots in a Car Share Only parking zone on Berton Avenue. The proposed Hampton location will take up a single on-street parking spot before the west roundabout on Hampton Place westbound. While at the proposed Hawthorn location, it will replace two Hawthorn Permit only on-street parking spot along Logan Lane westbound.

Although the number of EV chargers and locations have been deemed feasible in the project study, the final installation and locations are subject to any required UBC permitting processes.

For all of the proposed Community Works Fund projects it is intended that UBC will own the assets and pay for and project manage the projects. Any funding agreements would also be between Metro and UBC.

Location	Neighbourhood	Infrastructure Type	Number of Charger Available	Number of Charger Proposed
3285 WESBROOK MALL	Wesbrook	Streetlight	2	2
5780 HAMPTON PLACE	Hampton	Streetlight	1	1
THEOLOGY MALL/ 6018 IONA DRIVE	Chancellor	Streetlight	5	2
6272 LOGAN LANE	Hawthorn	LPT	4	2
Total				7

Table 1 – EV Charging Station Location

Charging Station Selection

AES Engineering recommends the use of FLO SmartTWO chargers with a utility pole mount. FLO is Canada’s largest electric vehicle charging network. This charging station integrates station administration through cellular network, access control through RFID or FLO Mobile App, a payment terminal, and a charger connector within a single unit.

As more residents switch over to electric vehicles, the demand for charging infrastructure will follow. FLO charging network solutions are designed to be easily scalable, allowing more stations to be added as demand for charging increases, while keeping installation costs to a minimum.

FLO also provides a turnkey solution with key functions to ensure the long-term success of the proposed charging stations. FLO provides 24/7 driver support and supplies the actual charging station. From an account administration perspective, FLO provides a



web portal that supports the day-to-day administration and monitoring the state of the charging infrastructure, and lastly FLO also provides the warranty service and after sales repair services.

Financial Implications

The total amount of Community Works Fund funding available to be allocated to the UNA/UBC area through 2023 is \$636,703.

The board approved a tentative amount of \$210,000 for the EV Charging Station Project during the September 2021 board meeting. The updated total under the feasibility report represents a slight reduction to the overall cost. The total cost for the EV charging station project (including contingency) is expected to be at \$195,824.00 plus applicable taxes.

Location and Item		# of Chargers	Total
3285 WESBROOK MALL	Wesbrook	2	\$19,616
5780 HAMPTON PLACE	Hampton	1	\$7,394
THEOLOGY MALL/ 6018 IONA DRIVE	Chancellor	2	\$45,398
6272 LOGAN LANE	Hawthorn	2	\$80,416
Total # of Charger		7	
Total Chargers Cost			\$152,824
AES Phase 1	Site identification and initial design and costing		\$18,000
AES Phase 2	Procurement, Construction Oversight, & Commissioning		\$7,000
Contingency @ 10%		10%	\$18,000
		Total	\$195,824

Table 2 – Cost breakdown for EV Charging Station Project

The ongoing operation cost for the EV charging stations will mainly come from:

1. FLO ongoing Global Management Service Fee.
2. The cost of Extended Warranty for the first five years of service.
3. Property Damage related to vandalism (for example cable cut or damaged connector).
4. The cost of BC Hydro is expected to be offset by the electric vehicle parking fee.

As part of AES feasibility study, the report suggests the ongoing cost for light pole mounted chargers at approximately \$220 annually. For seven charging stations, the ongoing operation cost will be at approximately \$1,540 annually.

Operational Implications

The proposed EV charging station will add UNA staff administrative work time in the following areas: Administrative time for the station initial setup, administrative time for the ongoing FLO account administration and web portal management, accounting reconciliation in the payment system.

The added staff time will be mainly absorbed by the new Operations and Facilities Coordinator position with assistance from Operations Manager and the support from accounting team.

The UNA Operations department does not foresee any increase in cost associated to invigilation and enforcement due to the new EV charging station operation.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. 2-22-069 UBC Neighbourhoods Streetlight Charging Cost Memo.pdf

Concurrence

1. Athena Koon, Finance Manager

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Wegland Sit', written over a horizontal line.

Wegland Sit
Operations Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

A handwritten signature in black ink, appearing to read 'Robyn Chan', written in a cursive style.

Robyn Chan
Sustainability Specialist

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written in a cursive style.

Sundance Topham
Chief Administrative Officer



University of British Columbia
Ralph Wells
Sustainability and Engineering | Campus and Community Planning

May 3, 2022

RE: UBC Neighbourhoods Streetlight Charging Assessment

Dear Ralph,

Please see below for an update on the streetlight charging assessment project.

STREETLIGHT CHARGER CONSTRUCTION COSTING SUMMARY

LIGHTPOLE MOUNTED CHARGERS CONSTRUCTION COSTING SUMMARY			
SITE LOCATION:	# OF CHARGERS:	TOTAL COST:	COST PER STALL:
3355 BINNING ROAD	2	\$14,489	\$7,245
3381 ROSS DRIVE	1	\$7,189	\$7,189
5786 BIRNEY AVE	3	\$22,974	\$7,658
5981 GRAY AVE	2	\$15,319	\$7,659
6038 BIRNEY AVE	2	\$16,811	\$8,405
3285 WESBROOK MALL	2	\$19,616	\$9,808
ROSS DRIVE & WESBROOK MALL	1	\$9,391	\$9,391
5780 HAMPTON PLACE	1	\$7,394	\$7,394
6018 IONA DRIVE	5	\$75,108	\$15,022
6308 THUNDERBIRD BOULEVARD	4	\$126,864	\$31,716
TOTAL:	23	\$315,155	
LOW-PROFILE TRANSFORMER FED CHARGERS CONSTRUCTION COSTS SUMMARY			
SITE LOCATION:	# OF CHARGERS:	TOTAL COST:	COST PER STALL:
6272 LOGAN LANE	4	\$93,416	\$23,354
LIGHTPOLE MOUNTED CHARGERS ONGOING COSTS SUMMARY			
DESCRIPTION:	BUDGET:	PERIOD:	
GLOBAL MANAGEMENT SERVICE	\$150	YEARLY	
EXTENDED WARRANTY	\$70	YEARLY (MAX 5 YEARS)	
CABLE CUTTING	\$400	LIFETIME	
TOTAL:	\$220	YEARLY	

The above sites were selected based on AES investigations and recommendations from UBC.

See Appendix A for a full breakdown of costs.

CHARGER CONSIDERATIONS

The selected units are FLO SmartTWO chargers with a utility pole mount, embedded communication, and cable management system. The communication system ensures that the chargers can connect to the FLO network and access the Global Management Services (GMS) that support remote station management and operation. Each charger comes with a 2-year GMS subscription and will cost \$150/year per station after the initial 2 years. The GMS includes:

- Proactive monitoring of all charging stations
- 24/7 driver support
- Provision of telecommunication equipment and ongoing data service
- Mobile app or RFID access card
- Billing services including revenue collection and reporting
- Software and firmware updates
- Access to the FLO Web Portal and Dashboard

Each charging station also comes with a 1-year manufacturer warranty that includes parts and labour for the station. UBC has the option to extend that warranty for a maximum of 5 years for \$70/year per charger.

Additionally, a representative at FLO indicated that on occasion the charging station cables can be cut. The representative recommended a lifetime budget of \$400/charger for the lifetime of the station if this is perceived to be a potential issue.

NEXT STEPS

To close out Phase 1 of the project AES will provide UBC with design drawings and specifications for pricing, permitting, and construction purposes. Once UBC secures funding for the charging infrastructure AES will commence Phase 2 of the project.

The scope included in Phase 2 of the project is:

- Issuance of professional assurance (where required);
- Discussions with electrical inspectors, if appropriate/required;
- Assistance with construction bid phase;
- Assistance with construction contract processes (if requested);
- Review of contractor pricing;

- Review construction progress (up to 3 site visits during construction) and contractor progress claims;
- Issuance of change-orders, as appropriate;
- Answer contractor questions;
- Review construction progress and issue field reports;
- Review shop drawings;
- Review testing and commissioning data;
- Review operation and maintenance (O&M) manuals;
- Review of as-built drawings (by contractor);
- Review construction progress, and issue reports..

If you have any additional questions, please don't hesitate to reach out.

Sincerely,

Trevor Egan, Ba.Sc., EIT
Electrical Designer
AES Engineering Ltd.



Appendix A: Construction Costs

3355 BINNING ROAD - LIGHTPOLE MOUNTED CHARGERS (2 PER POLE)

Total Level 2 EV-Ready Stalls:	2
Total Level 2 Circuits:	2
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	14.4
Final max. demand (kVA):	14.4

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	2	556
2	Branch circuit (#8 40A, 240V)	18	20	362
3	EVSE (AddEnergie SmartTWO)	5,637	2	11,274
4	Permit	980	1	980
5	Contingency (10%)			1,317
	Cost (\$)			14,489
	Cost (\$ per stall)			7,245

3381 ROSS DRIVE - LIGHTPOLE MOUNTED CHARGER

Total Level 2 EV-Ready Stalls:	1
Total Level 2 Circuits:	1
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	7.2
Final max. demand (kVA):	7.2

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	1	278
2	Branch circuit (#8 40A, 240V)	18	5	91
3	EVSE (AddEnergie SmartTWO)	5,637	1	5,637
4	Permit	530	1	530
5	Contingency (10%)			654
	Cost (\$)			7,189
	Cost (\$ per stall)			7,189

5781 BIRNEY AVE - LIGHTPOLE MOUNTED CHARGERS (3 PER POLE)

Total Level 2 EV-Ready Stalls:	3
Total Level 2 Circuits:	3
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	21.6
Final max. demand (kVA):	21.6

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	3	834
2	Branch circuit (#8 40A, 240V)	18	105	1,901
3	EVSE (AddEnergie SmartTWO)	5,637	3	16,911
4	Permit	1,240	1	1,240
5	Contingency (10%)			2,089
	Cost (\$)			22,974
	Cost (\$ per stall)			7,658

5981 GRAY AVE - LIGHTPOLE MOUNTED CHARGERS (2 PER POLE)

Total Level 2 EV-Ready Stalls:	2
Total Level 2 Circuits:	2
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	14.4
Final max. demand (kVA):	14.4

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	2	556
2	Branch circuit (#8 30A, 240V)	18	60	1,086
3	EVSE (AddEnergie SmartTWO)	5,637	2	11,274
4	Permit	1,010	1	1,010
5	Contingency (10%)			1,393
	Cost (\$)			15,319
	Cost (\$ per stall)			7,659

6038 BIRNEY AVE - LIGHTPOLE MOUNTED CHARGERS (2 PER POLE)

Total Level 2 EV-Ready Stalls:	2
Total Level 2 Circuits:	2
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	14.4
Final max. demand (kVA):	14.4

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	2	556
2	Branch circuit (#6 40A, 240V)	24	100	2,403
3	EVSE (AddEnergie SmartTWO)	5,637	2	11,274
4	Permit	1,050	1	1,050
5	Contingency (10%)			1,528
	Cost (\$)			16,811
	Cost (\$ per stall)			8,405

3285 WESBROOK MALL - LIGHTPOLE MOUNTED CHARGERS (2 PER POLE)

Total Level 2 EV-Ready Stalls:	2
Total Level 2 Circuits:	2
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	14.4
Final max. demand (kVA):	14.4

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	2	556
2	Branch circuit (#4 40A, 240V)	30	160	4,868
3	EVSE (AddEnergie SmartTWO)	5,637	2	11,274
4	Permit	1,135	1	1,135
5	Contingency (10%)			1,783
	Cost (\$)			19,616
	Cost (\$ per stall)			9,808

ROSS DRIVE & WESBROOK MALL - LIGHTPOLE MOUNTED CHARGER

Total Level 2 EV-Ready Stalls:	1
Total Level 2 Circuits:	1
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	7.2
Final max. demand (kVA):	7.2

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	1	278
2	Branch circuit (#4 40A, 240V)	30	65	1,978
3	EVSE (AddEnergie SmartTWO)	5,637	1	5,637
4	Permit	645	1	645
5	Contingency (10%)			854
	Cost (\$)			9,391
	Cost (\$ per stall)			9,391

5760 HAMPTON PLACE - LIGHTPOLE MOUNTED CHARGER

Total Level 2 EV-Ready Stalls:	1
Total Level 2 Circuits:	1
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	7.2
Final max. demand (kVA):	7.2

No.	DESCRIPTION	UNIT COST (\$, \$/m, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Panel circuit breaker (40A)	278	1	278
2	Branch circuit (#8 40A, 240V)	18	15	272
3	EVSE (AddEnergie SmartTWO)	5,637	1	5,637
4	Permit	535	1	535
5	Contingency (10%)			672
	Cost (\$)			7,394
	Cost (\$ per stall)			7,394

6018 IONA DRIVE - LIGHTPOLE MOUNTED CHARGER (OPTION 1)

Total Level 2 EV-Ready Stalls:	5
Total Level 2 Circuits:	5
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	33
Final max. demand (kVA):	33

No.	DESCRIPTION	UNIT COST (\$, \$/ft, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Feeder (#6 50A, 600V)	42	50	2,077
2	Kiosk (shell)	8,000	1	8,000
3	Circuit breaker (50A)	1,506	1	1,506
4	Transformer 37.5kVA 600V:208Y/120V	6,000	1	6,000
5	Circuit breaker (150A)	1,748	1	1,748
6	150A panelboard	1,557	1	1,557
7	Panel circuit breaker (40A)	278	5	1,390
8	Branch circuit (#4 40A, 208V)	30	300	9,128
9	EVSE (AddEnergie SmartTWO BSR)	5,637	5	28,185
10	Permits	3,000	1	3,000
11	Contingency (20%)			12,518
	Cost (\$)			75,108
	Cost (\$ per stall)			15,022

6018 IONA DRIVE - LIGHTPOLE MOUNTED CHARGER (OPTION 2)

Total Level 2 EV-Ready Stalls:	3
Total Level 2 Circuits:	3
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	20
Final max. demand (kVA):	20

No.	DESCRIPTION	UNIT COST (\$, \$/ft, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Feeder (#8 30A, 600V)	30	50	1,503
2	Kiosk (shell)	8,000	1	8,000
3	Circuit breaker (30A)	1,300	1	1,300
4	Transformer 25kVA 600V:208Y/120V	5,000	1	5,000
5	Circuit breaker (100A)	1,506	1	1,506
6	Panel circuit breaker (40A)	278	3	834
7	Branch circuit (#4 40A, 208V)	30	180	5,477
8	EVSE (AddEnergie SmartTWO BSR)	5,637	3	16,911
9	Permits	2,000	1	2,000
10	Contingency (20%)			8,506
	Cost (\$)			51,036
	Cost (\$ per stall)			17,012

6308 THUNDERBIRD BOULEVARD - LIGHTPOLE MOUNTED CHARGERS

Total Level 2 EV-Ready Stalls:	4
Total Level 2 Circuits:	4
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	28.8
Final max. demand (kVA):	28.8

No.	DESCRIPTION	UNIT COST (\$, \$/ft, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Feeder (#4/0 125A, 600V)	130	380	49,497
2	Kiosk (shell)	10,000	1	10,000
3	Circuit breaker (125A)	4,000	1	4,000
4	Transformer 25kVA 600V:240/120V	5,000	1	5,000
5	Circuit breaker (80A)	1,204	1	1,204
6	150A panelboard	1,557	1	1,557
7	Panel circuit breaker (40A)	278	4	1,112
8	Branch circuit (#4 40A, 240V)	30	240	7,302
9	EVSE (AddEnergie SmartTWO BSR)	5,637	4	22,548
10	Permits	3,500	1	3,500
11	Contingency (20%)			21,144
	Cost (\$)			126,864
	Cost (\$ per stall)			31,716

6272 LOGAN LANE - LOW-PROFILE TRANSFORMER FED CHARGERS

Total Level 2 EV-Ready Stalls:	4
Total Level 2 Circuits:	4
Existing max. demand (kVA):	n/a
EVSE max. demand (kVA):	28.8
Final max. demand (kVA):	28.8

No.	DESCRIPTION	UNIT COST (\$, \$/ft, \$/kW)	QTY (#, m, kW)	COST (\$)
ELECTRICAL INFRASTRUCTURE				
1	Low-profile transformer upgrade (25kVA to 50kVA)	40,000	1	40,000
2	Feeder (200A, 240V)	130	10	1,298
3	Conduit (78mm (3"))	114	10	1,139
4	Tuxedo Panel	6,300	1	6,300
5	Circuit breaker (40A)	278	4	1,112
6	Branch circuits (#8, 240V)	130	20	2,596
7	Conduit (53mm (2"))	114	20	2,278
8	EVSE (AddEnergie SmartTWO BSR)	13,000	2	26,000
9	Pedestal foundations	500	2	1,000
10	Permits	3,200	1	3,200
11	Contingency (10%)			8,492
	Cost (\$)			93,416
	Cost (\$ per stall)			23,354



Report Date: May 12, 2022
Meeting Date: May 17, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Wesbrook Basketball Court – DP Board Decision + Next Steps

Background

At the February 15, 2022 meeting the UNA Board passed the following motion in relation to the proposed Wesbrook Basketball Court project:

THAT the UNA ask UBC Properties Trust (UBCPT) to submit an amended development permit application for the temporary basketball court development in Wesbrook Place to Campus and Community Planning - based on the attached siting analysis and revised site design.

The Development Permit application was submitted, and the DP planning process and accompanying community consultation has been undertaken.

The UBC Development Permit Board (UBC DP Board) met on May 10, 2022 to review the application, and passed a motion to defer the application for further study and response to comments by the UBC DP Board.

The specific comments noted by the UBC DP Board at their meeting were:

- Updating noise study to consider berms + nuisance.
- Hours of use and appropriate use.
- Post construction sound monitoring.
- Consideration of sound attenuation solutions that could be introduced in the initial design that would mitigate concerns.

This report presents the decision of the UBC DP Board, highlights the feedback received during the accompanying community consultation and requests a Board decision as to next steps for the temporary basketball court project.

Decision Requested

1. THAT the UNA cancel the proposed Wesbrook Basketball Court project and direct UBC Properties Trust to withdraw the development permit application for the Wesbrook Basketball Court.
2. THAT the UNA representatives to the Metro Vancouver group considering the expenditure of the Community Works Fund consider other UNA projects that could be funded with Community Works funding.



Discussion

At the December 21, 2021 meeting the UNA Board passed the following two motions in relation to the proposed Wesbrook Basketball Court project:

THAT the development permit application submitted by UBCPT on behalf of the UNA for the Westbrook Basketball court be placed on hold until options can be considered by the UNA Board.

AND THAT the UNA Board direct the UNA representatives to the Metro Vancouver Area A group considering the expenditure of the Community Works Fund to work with Campus + Community Planning and the project designer to review opportunities to mitigate noise and siting concerns for the proposed Wesbrook Basketball Court – to the extent possible – and to bring back a revised design and a siting analysis to the Board for review.

A siting analysis and revised design was created for Board review, and at the February 15, 2022 meeting the UNA Board passed the following motion:

THAT the UNA ask UBC Properties Trust (UBCPT) to submit an amended development permit application for the temporary basketball court development in Wesbrook Place to Campus and Community Planning - based on the attached siting analysis and revised site design.

The development permit application was submitted to Campus and Community Planning, who subsequently requested an independent noise study, which was completed by BKL Consultants and included as part of the consultation process.

The review and community consultation for the development permit was undertaken by Campus and Community Planning, and included the following:

March 24: Development Review Committee Meeting

- DP application posted on website with feedback form
- Notification to residents
- Email notification to UBC agencies
- Ad prepared for Ubysey
- Site sign installed on site

April 12/13: Virtual Open Houses held by Zoom (11:30-1:00pm and 7:00-8:30pm); presentation by applicant team

April 19/20: public consultation on website concludes (22 day period for consultation)

May 10: Development Permit Board meeting (by Zoom) 5:00pm

The UBC DP Board met on May 10, 2022 to review the application and passed a motion to defer the application for further study and response to comments by the UBC DP Board.

The specific comments noted by the UBC DP Board in their discussion of the application were:

- Updating noise study to consider berms + nuisance.
- Hours of use and appropriate use.
- Post construction sound monitoring.
- Consideration of sound attenuation solutions that could be introduced in the initial design that would mitigate concerns.

It was an interesting meeting, as various UBC DP Board members mentioned that they were concerned with the opposition from the community and the polarizing nature of the application. It almost seemed as though the lines between the decision-making powers of the appointed UBC DP Board (to consider Development Permit applications within neighbourhoods for consistency with neighbourhood plan policies, the development handbook and other governance requirements), versus the balanced interests' decisions that should be left to the elected officials of the UNA, were blurred.

At the end of the day the UBC DP Board was uncomfortable approving the project with conditions, which was an option that was considered, as it was noted that they would like to review the responses to their concerns before making a determination as to whether the project met the DP conditions.

The decision of the UBC DP Board differed from the recommendation from the Director of Development Services to the Development Permit Board, who recommended the following:

That the Development Permit Board recommend that the Director, Campus and Community Planning issue a temporary Development Permit for a recreational basketball court on Lot 1 in Wesbrook Place generally as detailed in the attached drawings (Attachment A), subject to the following conditions:

- 1. That this permit be issued on a temporary basis until such time that the site is required for the development of a school as indicated in the Wesbrook Place Neighbourhood Plan;*
- 2. That signage be installed on site that identifies the hours that the court may be in use and encourages responsible play that respects neighbouring residents and park users;*
- 3. That the UNA monitor use and feedback from the community following the completion of the courts and consider implementing further noise mitigation measures to ensure compliance with UNA noise by-law such as:*

- a) *Application of sound dampening surface treatment to the court;*
- b) *Perimeter fencing and gate.*

The report to the UBC DP Board from the Director, Campus and Community Planning is attached to this report. Included in his report are the proposal plans, siting analysis, noise assessment and public consultation summary.

Public Consultation Summary

The proposed basketball court project has generated significant community interest. The following information was taken directly from the Campus and Community Planning public consultation summary:

“Of a total of 203 written comments that were collected, 132 of these expressed non-support and 71 expressed support.

The primary reasons given for non-support of the proposal included the following:

- *The noise impacts to neighbouring building residents will be unreasonable and that noise bylaw enforcement will become an issue;*
- *Loss of green open space;*
- *A regulation-sized basketball court is not suitable for the particular location and will support more aggressive competitive players;*
- *A basketball court is not the amenity that would be most appreciated by neighbourhood residents.*

Several respondents commented that they felt the University Neighbourhood Association had not adequately consulted with neighbourhood residents on their preferences for an amenity on the site. Alternative suggestions provided included a community garden, playground, or multi-sport court including badminton and pickleball, as well as to leave the area in its current state. Others felt the project was not in accordance with the Wesbrook Neighbourhood Plan.

The primary reasons given for support of the proposal include the following:

- *A desire to see additional sporting amenities in Wesbrook Place;*
- *Basketball is an activity that appeals to a wide range of player groups and the proposed court would provide a place for community members to meet;*
- *There is a need for facilities available for older children and teenagers for be active.*

In addition to online comment forms, five sets of email correspondence were received by Campus and Community Planning Development Services staff regarding the project. These emails expressed concerns whether the noise study correctly modelled potential impacts and enquired about the development permit

review process, the impetus of the project, and the function of the Development Permit Board and its membership.

The correspondence also expressed concern regarding the consistency of the proposal with the Wesbrook Neighbourhood Plan’s section on future parks and leisure facilities as well as the lack of policy regarding temporary uses within UBC planning documents. The respondents provided suggestions to further mitigate potential noise impact by moving the facility into the area of the adjacent volleyball courts, using a sound dampening surface treatment and fencing to limit nighttime access. Further, it was suggested that portions of the Wesbrook Neighbourhood Plan should be reassessed in relation to the current state of neighbourhood completion, current and projected population, as well as changing recreational needs.”

In addition to the consultation summary as presented, there were also presentations from the public made to the UBC DP Board. The majority of the comments provided were well thought out and respectfully presented, however there were also inflammatory statements posted in the meeting chat, including comments about there “being a war” if the proposed project was passed.

Next Steps

Considering the decision of the UBC DP Board and the community feedback, the Board needs to decide next steps for the proposed Wesbrook temporary basketball court development. Options for consideration include the following:

- Move forward with the studies/work required to provide updated information for the submission of additional materials to the UBC DP Board.
- Cancel the project and investigate other possible recreation options for Wesbrook Place that could be funded with Community Works funding.
- Cancel the project and investigate other projects for all Neighbourhood Housing Areas that could be funded with Community Works funding.

There are several considerations when reviewing these options.

Community Opposition or Support

A key consideration is whether there is overall community support for the project. As noted in the summary of feedback there is more documented opposition than support, and the majority of participants in the public processes were voicing concerns. As always in a public planning process, it’s not necessarily a popularity contest, and in general planning decisions should be made considering the broader community good, as opposed to the most vocal participants - but the level and nature of opposition to this project indicates that any advancement of the project will be met with ongoing opposition.

The type of opposition displayed in relation to this project exceeds anything that I witnessed in my numerous years working in local government. From community members contacting consultants directly, to inflammatory and personal comments routinely posted in public consultation forums, to opaque threats of future legal action – the type of opposition truly pushed the boundaries of acceptability. This sort of behaviour shouldn't be rewarded, but nor should it lead to a discounting of legitimate concerns.

Requirements to move project forward

Another consideration is what further work would be required to update the project proposal to provide more information to the DP Board? How much would it cost, and what would it do the project timelines.

The UNA has been moving forward on this project with the notion that the project, and any required pre-planning work, would be covered by the Community Works Fund. There is a risk that the UNA could spend additional money on more studies/consultant work and the project could still not advance through the UBC DP Board. If this was the case this would lead to a large unbudgeted expenditure. The exact cost of any additional studies isn't known, but based on previous work, the costs are not minimal.

In terms of project timing. The goal was to bring the various Community Works Fund projects to the June Electoral Area A Committee meeting for review. This project will not meet that timeline, and the next Electoral Area A Committee meeting is scheduled for September. With no August UNA Board meeting, we would be looking at an October Electoral Area A Committee meeting. There are local government elections in November, which will impact the schedule beyond that, so we're most realistically looking at an early 2023 timing for any review of the project by Electoral Area A.

Options if project is cancelled

Another consideration is what could be done instead of a basketball court if the UNA decided to investigate other options.

It's a good thing that UBC is a place of learning, as there have been a lot of lessons that have come out of this process. The UNA is working to find its place within the jurisdictional + governance restrictions of UBC. Trying to find and execute a beneficial community project when the UNA has neither ownership of the land or control over the land regulations is a challenging endeavour. That having been said, even within the constraints of the Community Works Funding guidelines (attached as Schedule B), there may be a beneficial project that could be identified that has wider community support.

Numerous suggestions for alternative projects were brought forward during the consultation process, and although not all of them would qualify for grant funding, some of the suggestions may meet the requirements.



It's important to remember that moving forward any potential project requires the support of the Electoral Area A Community Works Fund working group (consisting of representatives of Area A, UBC, UEL and the UNA), and the issues related to jurisdiction and ownership are still going to be present.

Based on my analysis of the above considerations, I am recommending that the UNA cancel the project and ask UBCPT to withdraw the application for the proposed Wesbrook Basketball Court. I'm further recommending that the Board direct the UNA representatives to the Metro Vancouver group considering the expenditure of the Community Works Fund to consider other options for *all* Neighbourhood Housing Areas that could be funded with Community Works funding

To date, for any proposed Community Works Fund project, it is intended that UBC would own the assets and pay for and project manage the projects. Any funding agreements would also be between Metro and UBC. The Community Works Funding identified for use in this project is available until at least 2023.

Financial Implications

The total amount of Community Works Fund funding available to be allocated to the UNA/UBC area through 2023 is \$636,703.

The total estimated cost for the proposed Wesbrook basketball court project is \$200,000. This estimate includes site layout and design, contingency, an escalation factor to account for changes in pricing and applicable studies and project management. The entire project is intended to be funded through Community Works Funds.

Construction Costs

Construction	\$120,000
Municipal Services	\$8,000
Contingency	\$37,950
Total Construction	\$165,950

Soft Costs

Consultants	\$18,500
Preconstruction/Permits	\$6,550
Total Soft Costs	\$25,050

Building Subtotal **\$191,000**

Escalation	\$6,000
GST	\$3,000

TOTAL PROJECT **\$200,000**



If the project does not advance, the funds for the preliminary consulting work will come from the consulting fees budget of the UNA. Based on work undertaken to date, costs for 2022-23 fiscal year are estimated at approximately \$7500. A total of \$12,700 was spent in fiscal year 2021-22.

Operational Implications

Operational implications will depend on the direction provided by the Board. Unless the project is canceled and not replaced with an alternative, moving forward will require input and support from multiple UNA departments, including Operations, Administration, Finance and Communications.

Strategic Objective

UNA Community and Stakeholder Relations

Attachments

1. Schedule A – Director of Development Services, Campus and Community Planning, Report to Development Permit Board
2. Schedule A – Examples of Eligible Community Works Funds Projects – August 2021

Concurrence

None

Respectfully submitted,

Sundance Topham
Chief Administrative Officer



REPORT TO THE DEVELOPMENT PERMIT BOARD

Agenda Item: 3.2

Forwarded to: Development Permit Board on Recommendation of the
Director, Campus & Community Planning

Approved for Submission:

Director, Development Services, Campus and Community Planning

Date: May 3, 2022

Subject: File # DP 22011T: Temporary Basketball Court, Wesbrook Place
Lot 1 (future elementary school site)

RECOMMENDATION

That the Development Permit Board recommend that the Director, Campus and Community Planning issue a temporary Development Permit for a recreational basketball court on Lot 1 in Wesbrook Place generally as detailed in the attached drawings (Attachment A), subject to the following conditions:

1. That this permit be issued on a temporary basis until such time that the site is required for the development of a school as indicated in the Wesbrook Place Neighbourhood Plan;
2. That signage be installed on site that identifies the hours that the court may be in use and encourages responsible play that respects neighbouring residents and park users;
3. That the UNA monitor use and feedback from the community following the completion of the court and consider implementing further noise mitigation measures to ensure compliance with UNA noise by-law, if necessary, such as:
 - a) Application of sound dampening surface treatment to the court;
 - b) Perimeter fencing and gate.

BACKGROUND

The land proposed for this project is identified in the Wesbrook Neighbourhood Plan as the site for a future elementary school. It is anticipated that a school is not expected to be built on this vacant parcel for at least 10 years. Temporary uses may be considered as long as they are not in conflict with policies in the Wesbrook Neighbourhood Plan. A Development Permit application to build a temporary basketball court next to Webber Lane on the future elementary school site south of Brockhouse Park



was first submitted to Campus and Community Planning by UBC Properties Trust on behalf of the University Neighbourhoods Association (UNA) on November 5, 2021. The desire to locate a temporary basketball court in the neighbourhood was identified by the UNA, made possible through funding that could be procured for the UNA through the Community Works Fund – a Metro Vancouver program.

Due to concerns raised by adjacent residents early in the process regarding the proximity of the court and noise impacts, the UNA withdrew the application later that month.

The UNA then struck a committee to conduct a site analysis to assess other potential sites in the Wesbrook Neighborhood for a temporary basketball court that would consider noise impacts and land use policies. Nine sites were considered, including the previously considered future elementary school site. Of these, eight were future development sites and one was currently used for community gardens and a playground. The site analysis is appended to this report (Attachment B).

The conclusion of the Committee was that the future elementary school site was the preferred location due to its long anticipated future development timeline for use as a school (10+ years) and its location next to other recreational activities (beach volleyball, Brockhouse Park and the children's splash park). Further, hard surface sport courts would be an anticipated permanent feature of the future school planned for the site.

Based on this analysis, the UNA requested that UBC Properties Trust submit a new revised application for the basketball court on the future elementary school site that responded to the concerns that were heard from residents regarding the original application. The new application was received by Campus and Community Planning on February 23, 2022 and featured the following changes:

- The court was moved an additional 30 meters from Webber Lane resulting in a 64 meter separation between the court and the nearest residential building (Webber House).
- Access to the court was relocated from Webber Lane to the north side next to the splash park
- Landscaped berms were added to the east and south sides of the court
- An acoustical consultant was contracted to conduct a noise assessment of the court in this new location

PROCESS

While the UNA has proceeded with a Development Permit Application to determine the technical viability of the proposal in the context of applicable policies and regulations, it was anticipated that the public engagement process would generate substantial feedback. If the proposal is approved, or approved with conditions, on technical merit, the proposal will still require final approval of the UNA Board prior to advancing to the Metro Vancouver Board for Community Works Fund approval.

LOCATION

The proposed location for the basketball court occupies the eastern section of Lot 1 south of Brockhouse Park. The temporary volleyball courts are immediately to the west. To the south and southeast are Lot 6 (future location of Wordsworth a 16 storey market residential tower and townhomes) and Mundell House (6 storey faculty staff building). Across Webber Lane to the east is Webber House (a 6 storey faculty/staff building).



Figure 1. Location Map for the Proposed Basketball Court on a portion of Lot 1 in the Wesbrook Place Neighbourhood

PROJECT DESCRIPTION

Project Proposal

The proposal would consist of one full size basketball court oriented in a north/south direction immediately east of the existing temporary volleyball courts. A seeded unprogrammed open space would separate it from Webber Lane. The court would contain two hoops on either end and have an asphalt surface. Access to the court would be from the north just west of the splash park. An existing berm would separate the new court from the existing volleyball courts to the west. Two new additional berms, seeded and treed, would be located on the east and south sides of the proposed basketball court. The proposed design does not currently include fencing. Nearby amenities in the adjacent Brockhouse Park will also serve the court and include a drinking fountain, trash receptacles, and bicycle racks. An additional trash receptacle would be located along the north access pathway as well as bench seating. A concrete surface is proposed for the connecting paths at the entry to the court. The court would not be lit. The layout plan and details for the court are illustrated in Attachment A.

Maintenance and Operations

The court would be managed and maintained by the University Neighbourhoods Association.

Noise Assessment

UBC Properties Trust contracted the services of BKL Acoustical Consultants to conduct a noise assessment that would estimate the anticipated noise levels from a court designed according to the attached plans and proposed location. The assessment is attached to this report (Attachment C).

The assessment was conducted based on readings from an existing basketball court at Totem residences and were used to inform a 3-D model that estimates the noise levels generated by basketball play that are expected to impact adjacent residential properties. The attached report describes the scope, methodology, and results of the noise model.

The UNA Noise Bylaw identifies the maximum noise levels that are permitted at the point of reception in UBC residential neighbourhoods. The noise bylaw states that no person shall cause continuous sound (defined as a sound that occurs for more than three minutes in a 15 minute period) of which:

Daytime (weekdays: 7am to 10pm) exceeds 55 dBA at a point of reception;



Night time (all other times) exceeds 45 dBA at a point of reception.

The modeling indicated that the typical noise level from basketball activities is not expected to exceed the daytime limit (55 dBA) at anytime. While predicted noise level could reach the night time limit of 45 dBA, the court will not be lit and night time use will not be permitted.

PUBLIC CONSULTATION and ADVISORY BODY REVIEW

Public Notification and Consultation

The details of the two on-line Public Open Houses were posted on-site on the Development Permit notification sign and the Campus and Community Planning website. An advertisement was posted online in the Ubyssy running from April 6 to 20, 2022. Notifications were emailed to the University Neighbourhood Association (UNA), the Alma Mater Society (AMS), and Graduate Student Society (GSS). Notification letters for residents within 30 m of the site were emailed to Village Gate Homes for distribution to residents of the neighbouring Mundell House and Webber House, as well as to Wesbrook Properties for Georgia Point.

Campus & Community Planning staff introduced the project and representatives from the University Neighbourhood Association, UBC Properties Trust, and the project landscape architecture consultant presented the project plans. Staff and the applicant team responded to questions about the project.

The meetings were accessible via a Zoom meeting link emailed out to registrants on the day of the events and also posted on the project website. Prior to the events, 38 registrants signed up using the online registration form for the morning/afternoon session and 38 for the evening session. The number of participants, in addition to staff and the applicant team, peaked at 17 as of 11:50 AM for the afternoon session and 18 as of 7:15 PM at the evening session.

Feedback Summary

Of a total of 203 written comments that were collected, 132 expressed non-support and 71 expressed support.

The primary reasons given for **non-support** of the proposal included the following:

- Noise impacts to neighbouring building residents will be unreasonable and that noise bylaw enforcement will become an issue;
- Loss of green open space;
- A regulation-sized basketball court is not suitable for the particular location and would support more aggressive competitive players;
- A basketball court is not the amenity that would be most appreciated by neighbourhood residents

The primary reasons given for **support** of the proposal include the following:

- A desire to see additional sporting amenities in Wesbrook Place;
- Basketball is an activity that appeals to a wide range of player groups and the proposed court would provide a place for community members to meet;
- There is a need for facilities available for older children and teenagers for be active.

In addition to online comment forms, 5 sets of email correspondence were received regarding the project. These emails expressed concerns whether the noise study correctly modelled



potential impacts and enquired about the development permit review process, the impetus of the project, and the function of the Development Permit Board and its membership. The correspondence also expressed concern regarding the consistency of the proposal with the Wesbrook Neighbourhood Plan's section on future parks and leisure facilities as well as the lack of policy regarding temporary uses within UBC planning documents. The respondents provided suggestions to further mitigate potential noise impact by moving the facility into the area of the adjacent volleyball courts, using a sound dampening surface treatment and fencing to limit night time access. A detailed consultation summary is provided in Attachment C.

Response to Public Consultation Comments:

- **Noise impact:** The impact of noise on adjacent residential buildings has been analysed through a professional noise assessment and modelling. The results of the study indicate that the sound generated by the use of the court would be well under the daytime noise by-law limit (55 dBA) and not exceed the night time noise by-law limit of (45 dBA). While the sound generated by the court will not likely rise substantially above ambient noise level of adjacent recreation uses. Staff have recommended that the court be signed with the hours that the court may be in use and encourage responsible play that respects neighbouring residents and park users.
- **Loss of green open space:** As a future development site, the site has been used to stage construction material and to provide parking. These are temporary uses which support the phased development the neighbourhood. Recently the gravel parking area on the future school site was covered with soil and seeded to better control dust and allow for temporary recreational use. The proposed court represents approximately 10% of the area recently grassed over parking area.
- **Full-size court will support more aggressive competitive play:** Community feedback includes support for amenities serving older children and teenagers and suggest basketball is an accessible sport that can bring community members together. A full-size court provides the flexibility for full court as well as half court play.
- **Basketball is not the amenity most appreciated by the community:** Wesbrook Village has an exceptional network of park spaces which serve toddlers and young children very well. The proposal will provide an amenity for older children, teenagers and adults. While the DPBoard will consider the technical viability of the proposal in the context of applicable policies and regulations, the proposal is an initiative of the UNA in response to interest and a funding opportunity, for which they will decide whether to proceed.

Development Review Committee (DRC)

The project was presented to the Development Review Committee (DRC) on April 14, 2022. The Committee supported the proposal subject to the following recommendations:

- That the applicant consider making the court more accessible for younger children.
- That the applicant consider planting some broad canopy trees to introduce shade and provide some comfort.
- That the UNA provide signage with rules around operating hours in relation to the UNA noise bylaw.

Campus and Community Planning will work with the applicant team to address these recommendations.



PROJECT EVALUATION

Compliance with Applicable Planning Policy Documents

Lot 1 is designated for School use in the Wesbrook Neighbourhood Plan. It is anticipated that a future elementary school will be built on this site no sooner than 10 years. The proposed basketball court would be approved as a temporary permit until such time that the site is required for the development of a school as indicated in the Wesbrook Place Neighbourhood Plan.

Campus and Community Planning conditionally supports this project as a temporary use on this lot in recognition of the positive contributions that this activity is expected to bring to the community promoting the goals of the Wesbrook Neighbourhood Plan related to encouraging community gathering and interaction, public recreation experiences and programmable spaces for active recreation (Sec. 1.4.2).

The noise assessment indicated that noise impacts on adjacent residents are expected to be well below the maximum acceptable daytime dBA levels (55 dBA). In response to the concerns raised by neighbouring residents, staff recommend that the UNA monitor use and feedback from the community following the completion of the courts and consider implementing further noise mitigation measures to ensure compliance with UNA noise by-law if necessary.

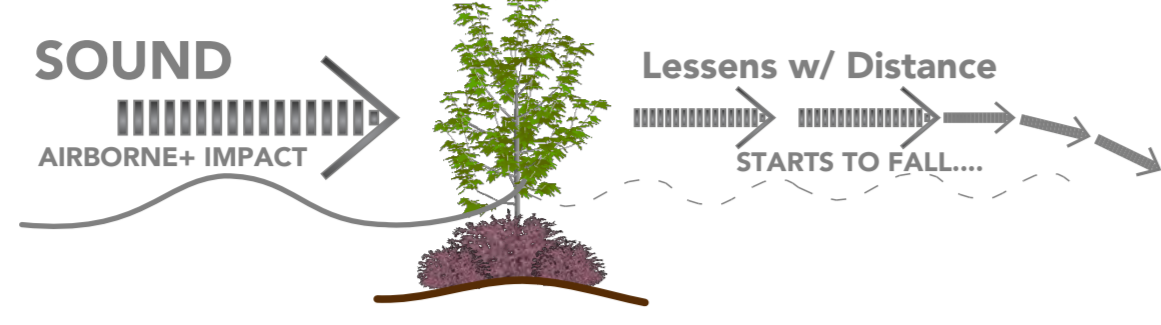
SUMMARY

Campus and Community Planning recommends that the Development Permit Board endorse the report and recommends that the Director of Planning be directed to issue the Development Permit in accordance with the conditions noted in the Recommendation on page one of this report.

ATTACHMENTS

- Attachment A: Proposal Plans
- Attachment B: Basketball Court Siting Analysis report
- Attachment C: Wesbrook Temporary Basketball Court Noise Assessment prepared by BKL Acoustical Consultants
- Attachment D: Public Consultation Summary

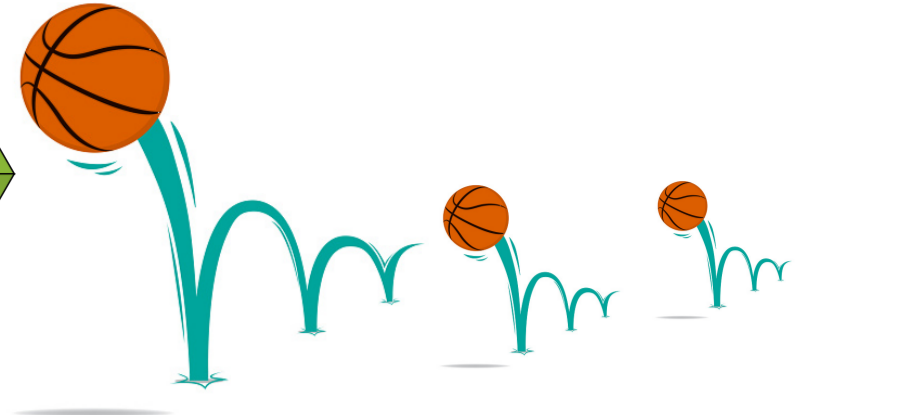
MITIGATING NOISE..... SOME EFFORTS IN OUR DESIGN



- Sound lessens with distance, so maintain min. 50 yds.(±45m)-WE ARE ±70m to COURT CENTRE.
- Design Court such that main noise areas-goals/hoops-are oriented away from any adjacent neighbours-not always possible as Sun Angles takes precedence. PREFERRED SITING HAS BEEN ACCOMPLISHED.
- Choice of densely panelled fencing and/or dense vegetation as our sound "absorption" barrier. DUE TO CONFLICT WITH CPTED DESIGN-WE'LL USE SOME VEGETATION AND GENTLE BERMING.
- Consider use of an acoustical/sound absorptive surfacing. Has implications to budget and with ongoing maintenance. Not often utilized in exterior environs. HAS BEEN CONSIDERED BUT NOT YET IMPLEMENTED THIS SITE-WE HAVE DISTANCE HELPING US.

BASKETBALL DESIGN HANDBOOK

OUR BEST PRACTICE



GOOD DESIGN SHOULD CONSIDER...

- COURT ORIENTATION/VISIBILITY**
 - Best orientation is N-S with a max. of 10-15° variation off "true North".
 - Best to be sited in clear open spaces with high visibility. CPTED Design Principles should apply.
 - Typically unlit, to discourage night time use and loitering.
 - Link or site adjacent to other park/community/recreational activities for ease of use, way finding AND "support" amenities.
- GROUND CONDITIONS**
 - Best to fully understand ground/site conditions-the "sub grade", ie No underground streams/services; select flat sites with good, bearing native underlying ground.
 - Full geotechnical assessment, as required.
- CLIMATIC CONDITIONS**
 - Best to consider protection from wind with berms or landscape buffering (Trees)...ensure distance to any Trees.
 - Protection from Sun on site margins-while resting. Use of Trees and/or Shelters.
- MULTI-USE OR NOT?**
 - Efficient use of "S Capital" in today's construction world mandates that good design should consider use for other hardcourt sport activities, if applicable.
 - Often courts when not in use are excellent "flexible" and multi-use spaces used for any number of additional recreational and/or community opportunities.
- "PLAY-OUTS"/SURROUNDS**
 - The more space on margins the better. Ensure min. 2m clear OVERBUILD FOR SITE SAFETY. (Enhances multi-court use).
- SEATING/APPROACHES**
 - Always add seating and gathering space "off court of play".
 - Efficient approach paths to ensure connectivity and safe access.
- SERVICES/AMENITIES and Maintenance**
 - Think about ALL enhancements that improve functionality and use/enjoyment of the new hard court-bike racks; trash receptacles seating options; drinking fountain/bottle filling; hose-bibs/quick connections to ease maintenance.
 - PROXIMITY TO NEARBY WASHROOM FACILITIES.

UNIVERSITY HILL/
UNA COMMUNITY FIELD

COMMUNITY BEACH
VOLLEYBALL COURTS
(and Berm)

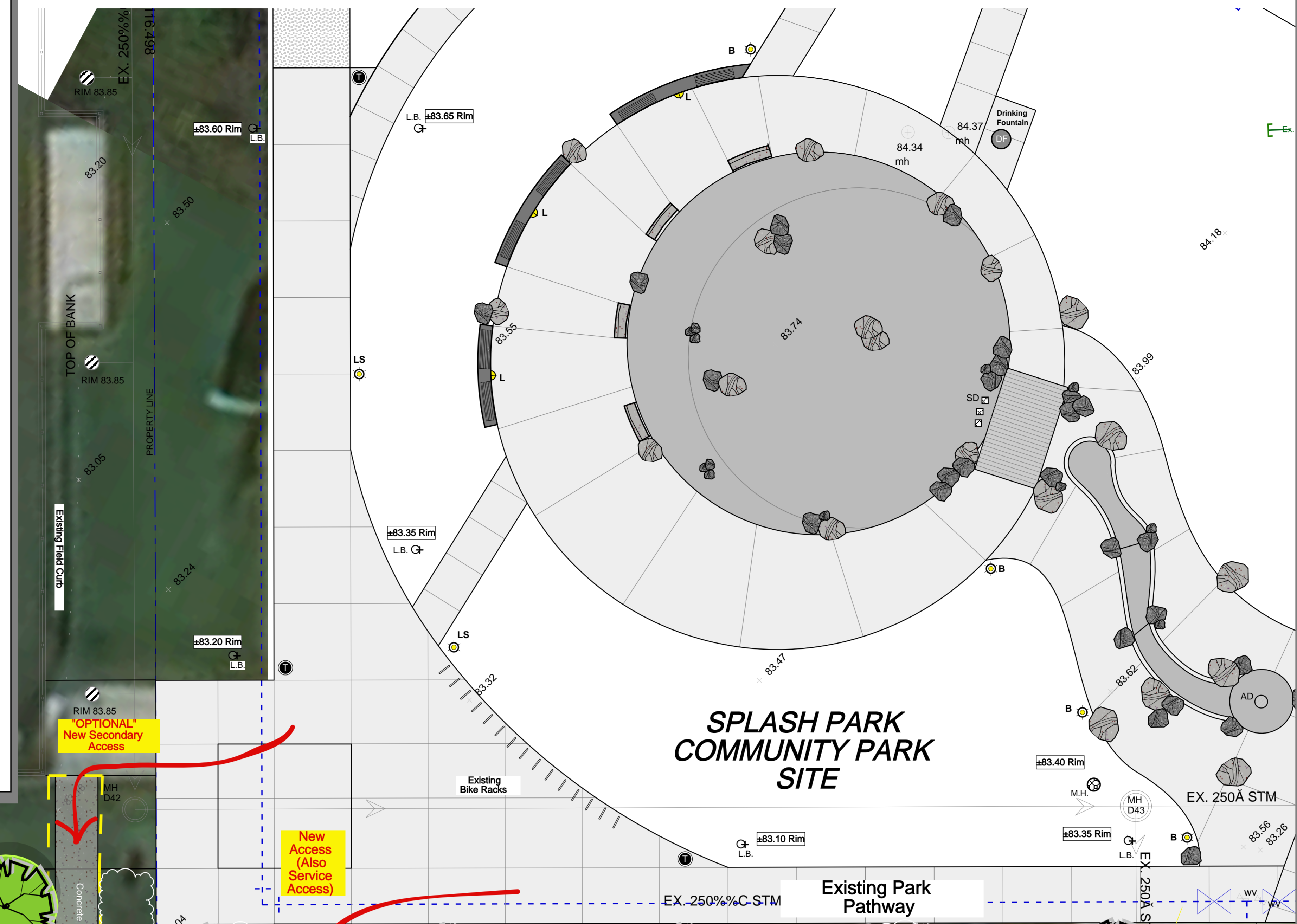
Program Assumptions Remain:

- north south court orientation-siting is slightly "off" true north for playability reasons.
- no ball control fencing-setbacks are "good".
- asphalt court, max 1.5% cross slope to SE corner.
- ground recharge on site drainage.
- connectivity with Existing Park paths and infrastructure.
- additional site improvements and amenities:
 - drinking fountain is in Park-not access;
 - informal seating/off court gathering has been considered;
 - trash receptacles-add 1 at North access route;
 - bike racks-sufficient in the Park.
- additional Hoops-1 added-no additional lines.
- additional sports lines?(eg. Roller Hockey Box)-none.
- some kind of irrigation-Contractor Designed "for new Shrubs and Trees.
- NOTE: UNA TO DECIDE ON UPCHARGE OF \$15K FOR PLEXI-PAVE SPORTSCOURT SURFACING IS DESIRED. TBD at time of Tender.

Note: All Site Services to be identified/ marked for UBC Engineering approval prior to construction.

AVOID ALL SERVICES WITH PROPOSED CONSTRUCTION. NO VISIBLE SERVICES TO BE BURIED ON TEMP. OR PERMANENT BASIS. (Most Services concentrated in Webber Lane Boulevard).

Note-New Siting requires slightly more "Earthworks"



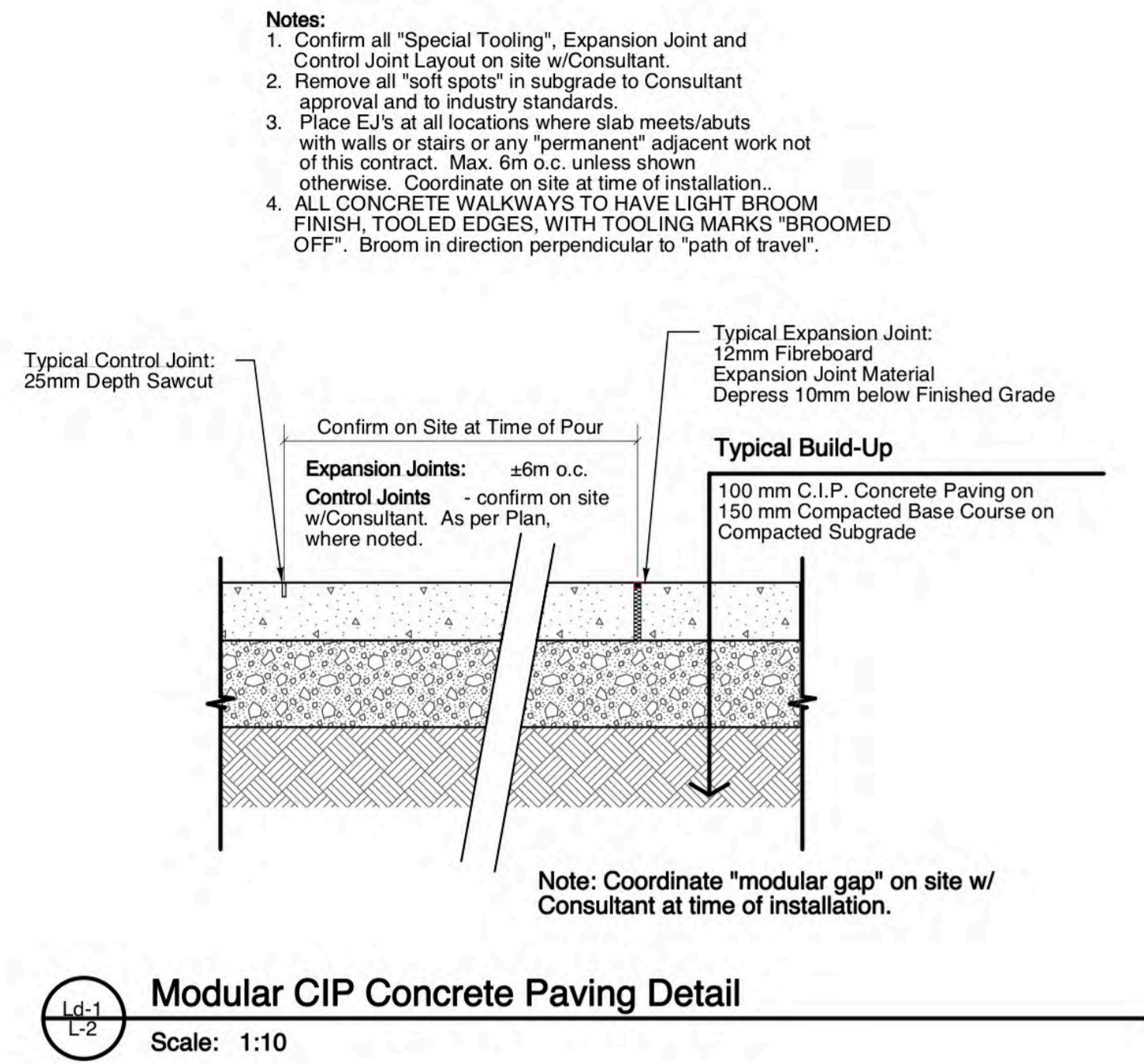
Refer to Details on Drawing L-2



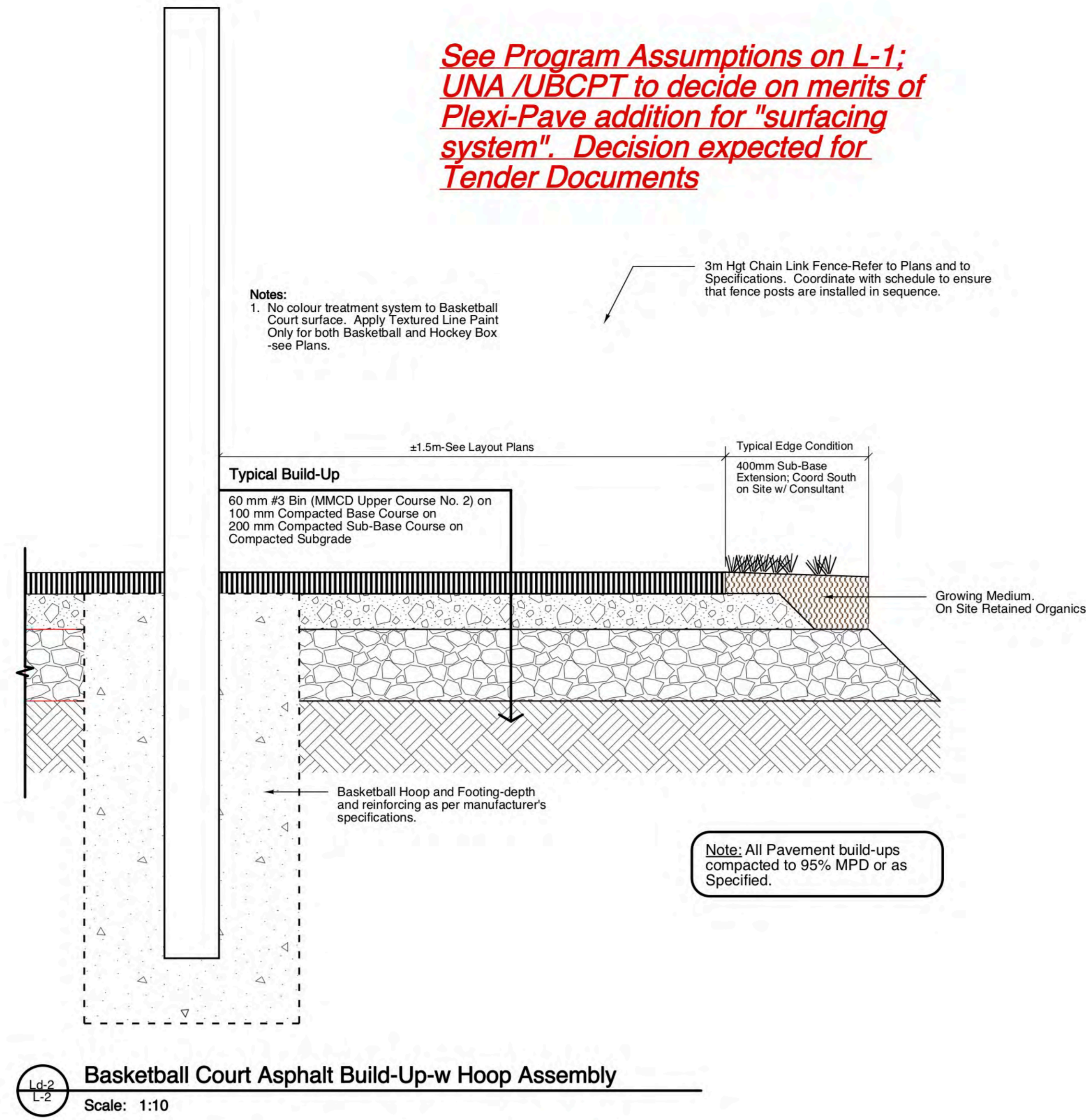
L-1-"R1"

Revised Sportcourt-Layout Plan

(School Site, Slightly Southwest of Park and Splashpad)

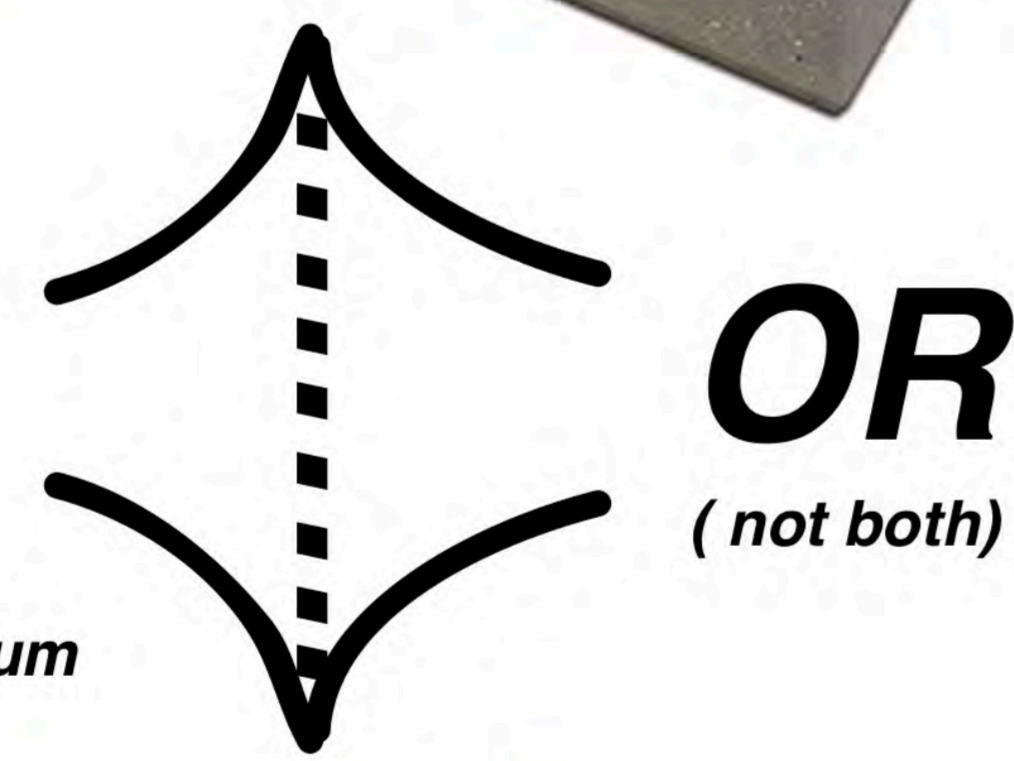


Reference Images-CIP Concrete with Light Broom Finish; in-keeping w/ UBC Standards and Tech. Guidelines and current Park Detailing



2 or more-suggested

Reference Image-Precast or Site Cast "Cube" Benches



Reference Images-"OPTIONAL" Stadium Style Stackable Box Seating



Refer to Plan L-1 for Location of Details

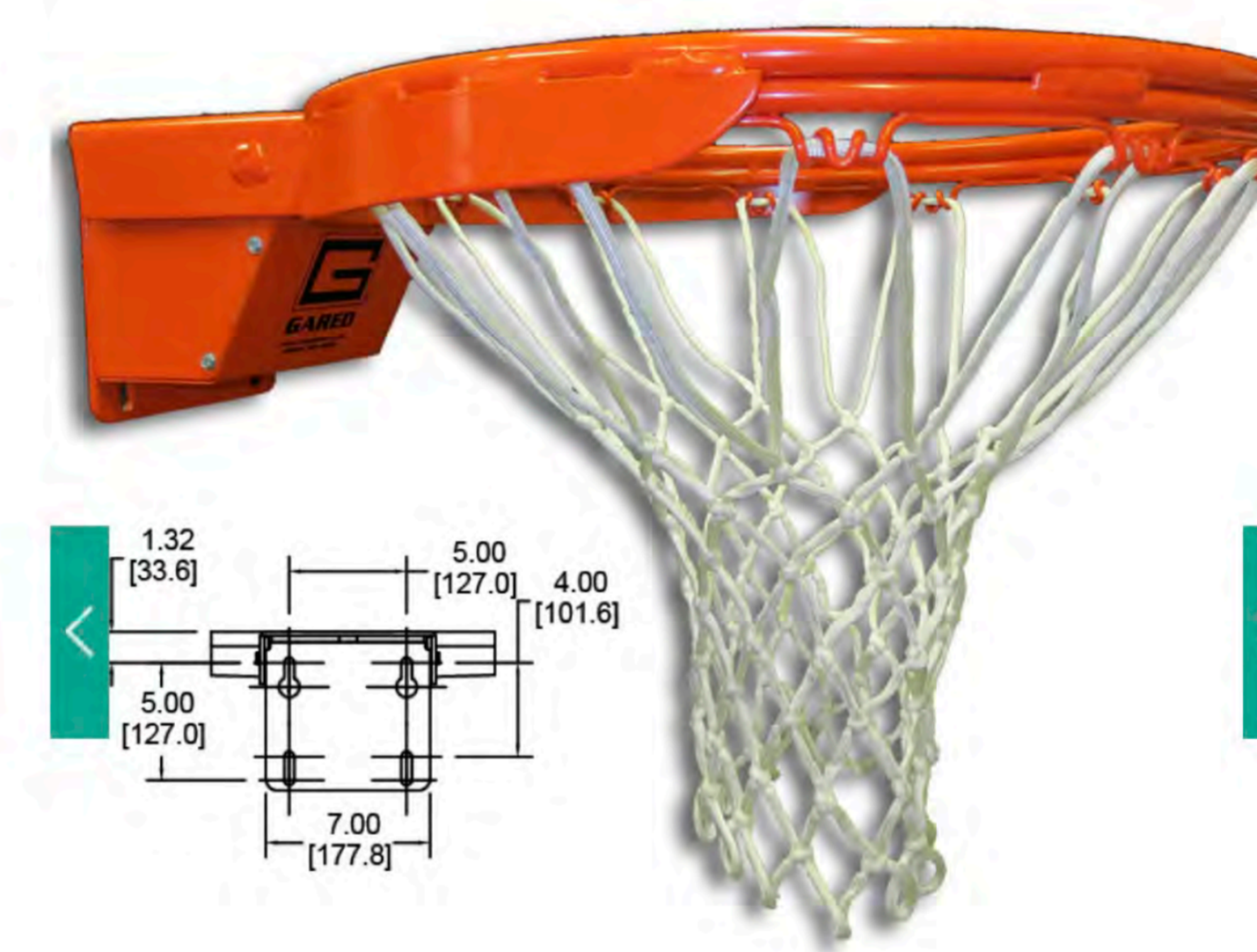
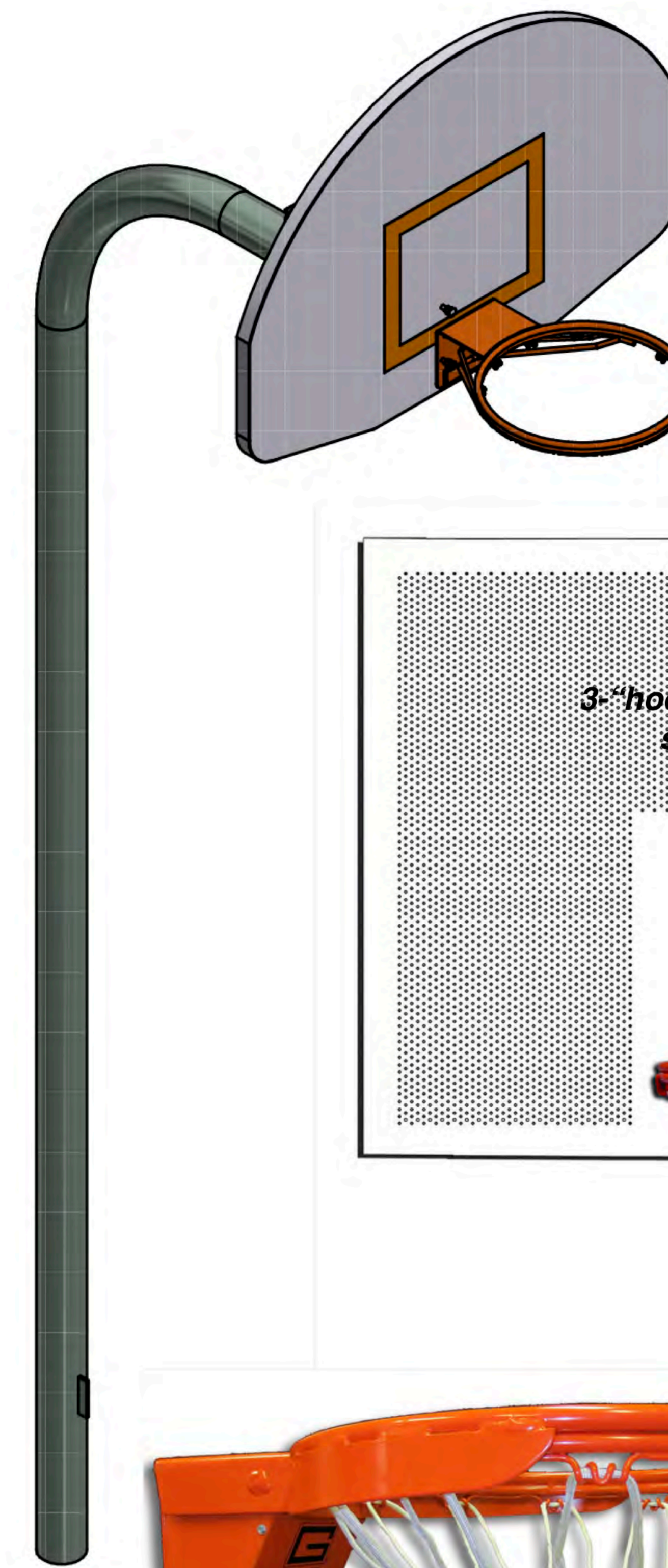
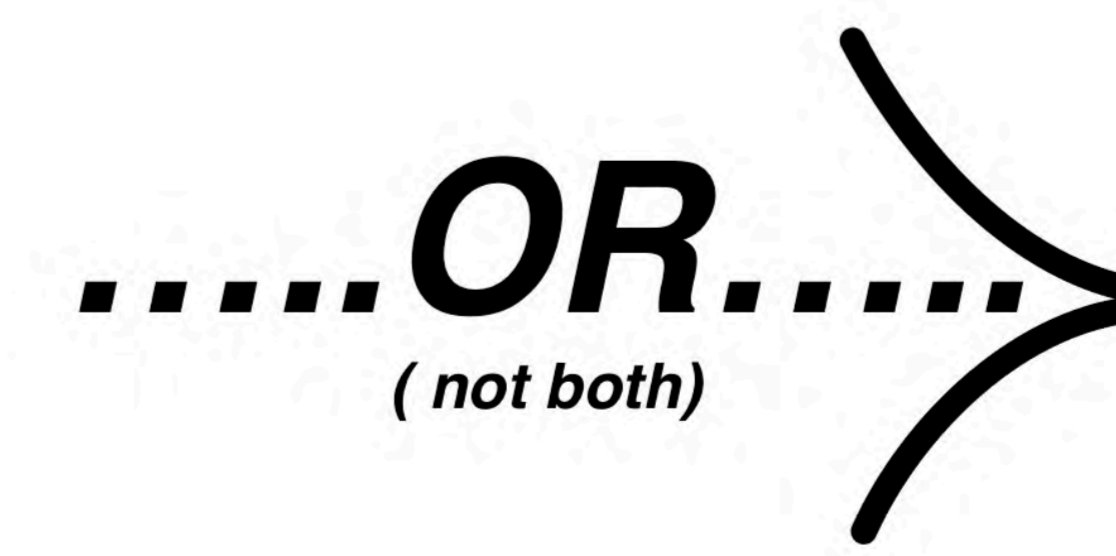
1-required



Reference Image-Trash Receptacle to "match" Park



Reference Images-Stadium Style or Amphitheatre Style Log Rounds or Rock Seating at East Side of Sand Volleyball Berm



Reference Image-Gooseneck Pole, Perforated Steel Backboard and Breakaway Hoop Assembly

TO: University Neighbourhoods Association
FROM: UBC Campus and Community Planning
DATE: February 02, 2022
PROJECT: Proposed Basketball Court for Wesbrook Neighbourhood-Siting Analysis

Project Summary:

A temporary outdoor basketball court for Wesbrook Neighbourhood is being explored by the UNA as a potential project made possible through Metro Vancouver’s Community Works Funding, offered to local governments across the region and used to support initiatives that benefit the local community. The UNA Board will determine whether to include this project for Metro Vancouver consideration as one of a suite of UNA initiatives being put forward under the Community Works Fund. Before this project can be considered for advancement, a development permit from the governing land use jurisdiction, which is UBC’s Campus and Community Planning, is required.

The proposal has been discussed at the UNA Board, with numerous community members providing feedback (both formally as a delegation, or through written comments to the Board), highlighting a number of interests and concerns with regard to the proposal in terms of community benefits and risks.

To assist the UNA Board in its decision and in advance of re-submitting any development permit application, Campus and Community Planning has been working with the UNA to evaluate and help identify potential sites for the proposed basketball court that consider consistency with the existing neighbourhood plan’s land use designations, co-location benefits with similar recreational uses, and impacts to neighbouring residential units. The UNA has also engaged the services of Richard Findlay, Landscape Architect to prepare a sport court design and layout plan that aligns with industry best practice for this type of recreational facility. A separate noise impact study has also been completed by the UNA, and attached for information (Attachment 4).

Should the UNA Board decide to proceed with a new development permit application, Campus and Community Planning would undertake the required community engagement and a final technical analysis as part of the development review process before a decision is made by the Development Permit Board.

Project Governance and Decision Making:

The UNA is leading the proposal and will determine whether or not it should advance to Metro Vancouver for funding (pending issuance of a development permit). Similar to any development initiative on UBC land, a development permit is required from UBC. The development permit process is managed by Campus and Community Planning with a decision made by the Development Permit Board, as part of UBC’s land use governance per the UBC Development and Building Regulations. The UNA is the project proponent for this initiative and has engaged UBC Properties Trust, as developer and project manager, to act as the development permit applicant on their behalf.

As in a municipal context, advanced engagement by the project proponent is often suggested for redevelopment projects prior to the development permit application to ensure community needs and

interests are understood and considered by the project sponsor as well as the local land use jurisdiction. Although a formal engagement process has not been completed to date, the initial development permit application drew significant community attention, and the UNA Board has heard from community members on a range of benefits and risks with the initial project proposal, described in more detail later in this brief.

Upon receipt of the development application by Campus and Community Planning, the development review process begins and typically includes the following steps:

- Site signage erected at the proposed site with project details
- Two week online public engagement period, including:
 - Online engagement feedback form
 - Virtual public open house with project proponents present to answer questions
- CCP and UNA review of feedback from online engagement and open house
- Revisions to application, if necessary, in response to community feedback
- Development Permit Board meeting and deliberation
- Issuance of Development Permit
- [note: This project also requires a UNA decision to proceed to Metro Vancouver for funding of the project]

Project History:

A development application was submitted to Campus and Community Planning by UBC Properties Trust on behalf of the UNA in November 2021, for the proposed basketball court and was subsequently withdrawn by the UNA in response to community feedback highlighting concerns with the proposed court location. A high-level summary of resident concerns and interests that emerged based on community feedback to the UNA Board and early engagement from the development permit process (engagement was not fully completed) include:

- Noise impacts for residents who live across from the proposed basketball court
- Appropriateness of co-locating a basketball court next to a community splash pad
- Appropriateness of this type of facility for this neighbourhood
- General support for more recreation opportunities in the neighbourhood, although no strong consensus over what type of recreational facility
- Support for a basketball court in the Wesbrook neighbourhood

Based on this feedback, the UNA Board subsequently directed a sub-committee of the Board to work with Campus and Community Planning and the UNA's retained landscape architect to undertake a siting analysis and to review opportunities to mitigate noise and siting concerns for the previously identified Wesbrook Basketball Court location.

This analysis has been done in response to the request, and identifies a revised location, taking into consideration the interests and concerns raised through the process to date.

Siting Analysis:

This siting analysis is based on the proposed sport court design and layout provided by the landscape architect, and considers all available potential sites within Wesbrook Neighbourhood.

Location & Land Use

The basketball court has been proposed for Wesbrook Neighbourhood, zoned as a “Neighbourhood Housing Area” in the UBC Land Use Plan (Attachment 1). This neighbourhood includes several vacant sites that are slated for future development, which have been included in this siting analysis in addition to available open green space.

Siting Summary

Attachment 2 provides a summary of all sites that were considered for the proposed temporary basketball court facility, including all future development sites (8 total); plus 1 programmed open green space site. In consideration of these sites, the following criteria were applied to test viability, before proceeding with further technical analysis:

- Conformity with land use (all sites meet this criteria)
- Adequate space to accommodate the proposed design and layout
- Timeline of future anticipated development to maximize community benefit

SITE	EVALUATION SUMMARY
Site 1-Vancouver School Board Site	This site provides the longest potential lifespan for this temporary facility and would allow for 10 plus years of sport court use.
Site 2-SC5C	Future development site, planned for 2023. Not a viable option.
Site 3-Nobel Park	Site analysis focused on areas adjacent to softball field. Limited in size, currently used for community gardens and a playground. Not a viable option that can accommodate a basketball court.
Site 6-BCR7	Future development site, anticipated for 2025. Not a preferred option given its limited vacancy time. Would allow for approximately three years of sport court use.
Site 7-BCR5&6	Future development site, currently in Development Review stage. Not a viable option.
Site 8-BCR1	Future development site, anticipated for 2026. Not a preferred option given its limited vacancy time. Would allow for approximately four years of sport court use.
Site 9-BCR2	Future development site, anticipated for 2025. Not a preferred option given its limited vacancy time. Would allow for approximately three years of sport court use.
Site 10-BCR3	Future development site, anticipated for 2028. Not a preferred option given its limited vacancy time. Would allow for approximately six years of sport court use.
Site 11-BCR4	Future development site, anticipated for 2027. Not a preferred option given its limited vacancy time. Would allow for approximately five years of sport court use.

Based on this analysis, only one site has a >10-year development timeline, compared to all other sites that are planned for development within the next six years. Given the above development constraints, Site 1 (future Vancouver School Board site) was the only site advanced to further technical analysis, taking into consideration the noise impact concerns raised through early community feedback, and described in further detail below:

Distance between proposed sport court and nearest residential building:

Based on industry best practice recommendations from the UNA's retained landscape architect, a minimum 45m green space buffer should be provided between a sport court and adjacent residential buildings to minimize noise impacts. The proposed site is 64.05m away from the nearest residential building. Distance between the proposed sport court and the nearest future residential building was also measured, yielding a 57.1m green space buffer.

Noise Impact Assessment:

A noise impact study was conducted separately by the UNA to ensure conformity with UNA noise bylaw restrictions, and concludes that anticipated daytime noise impacts generated from the proposed sport court fall within the UNA noise bylaw restrictions (Attachment 4).

Sport Court Design Features:

The UNA's retained landscape architect has provided a revised sport court design that will be included in the development permit application. The revised design features include vegetation and gentle berming to help absorb sound.

Attachment 3 provides the proposed site layout, comparing the original proposed location with the proposed revised location. Based on this analysis, the revised location will be 64.05m away from the nearest residential building, increasing the originally proposed buffer by an additional 30 metres. The revised location will support primary pedestrian access to the facility via the community splash pad accessed from Webber Lane, and remains appropriately clustered with other outdoor recreational facilities including the sand volleyball courts and community splash pad. Clustering these types of facilities enables shared use of supporting amenities (garbage receptacles, pedestrian desire lines to access the site) and creates synergies between uses.

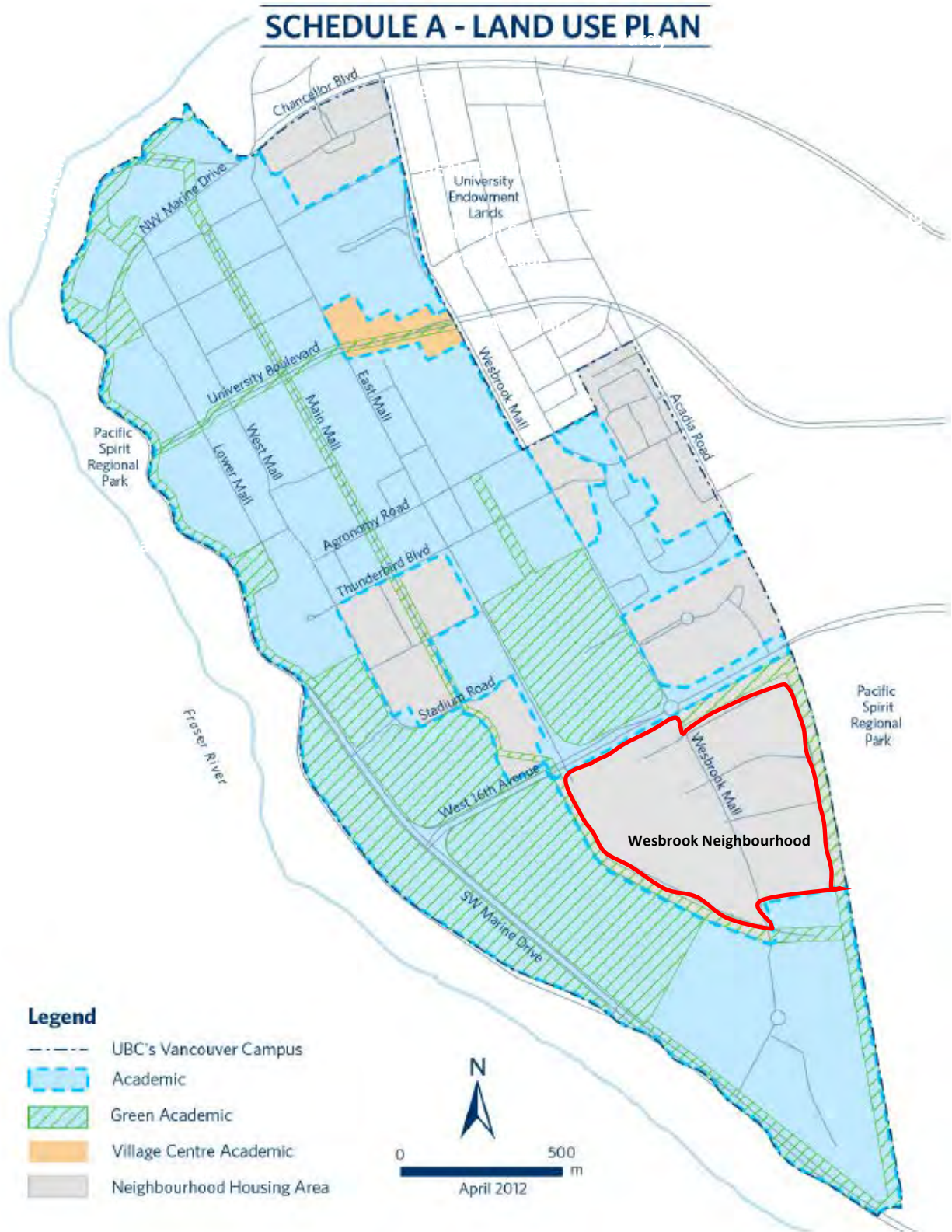
Attachment 5 provides precedent images and distances of outdoor basketball courts from residential areas across Vancouver as a comparison to what is being proposed. It should be noted that surrounding ambient noises will differ across locations, and adjacency impacts to single family homes may differ from impacts to multi-unit buildings.

Additional Considerations:

In addition to considering the revised site, design, and layout, the UNA Board may also wish to consider specifying the facility for daytime hours of use only, and including this requirement as part of the development permit to minimize noise impacts at nighttime. In addition, the UNA may also wish to explore accommodating specific user groups (such as programmed UNA camps) for designated use times throughout the day.

Attachments:

- 1. UBC 2015 Land Use Plan**
- 2. Proposed Basketball Court-Wesbrook Neighbourhood Siting Summary**
- 3. Site Specific Analysis-distances from neighbouring residential buildings**
- 4. UNA Noise Impact Study**
- 5. Basketball Court Precedent Images**



Attachment 2 – Proposed Basketball Court-Wesbrook Neighbourhood Siting Summary

BASKETBALL COURT SITING | SUMMARY



THE UNIVERSITY OF BRITISH COLUMBIA
CAMPUS + COMMUNITY PLANNING

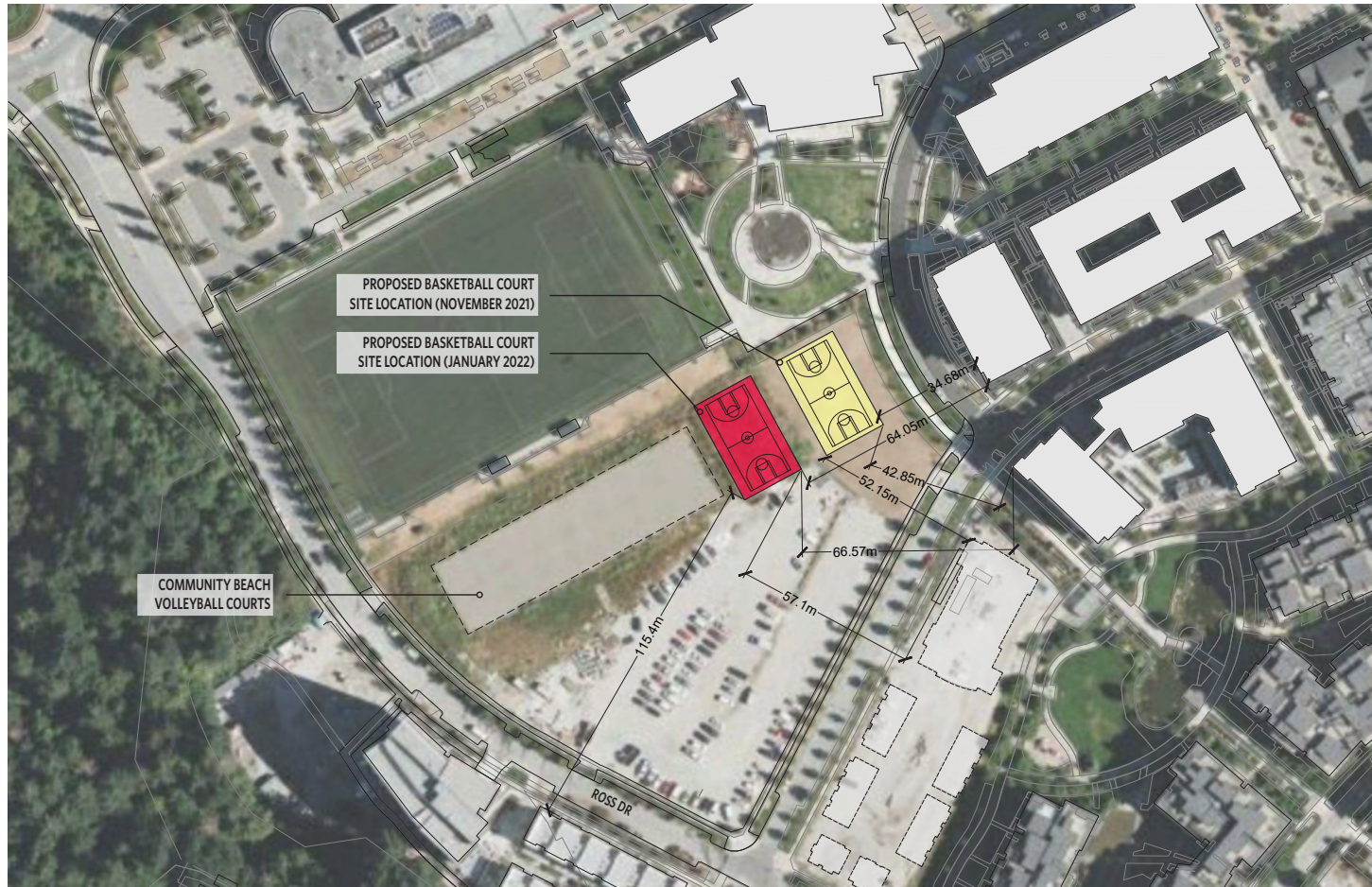
PROJECT
WESBROOK BASKETBALL COURT

DATE
2022 / 02 / 02

PAGE
1

Attachment 3 – Site Specific Analysis-distance from neighbouring residential building

BASKETBALL COURT LOCATION | DISTANCES FROM NEIGHBOURING RESIDENTIAL BUILDINGS



THE UNIVERSITY OF BRITISH COLUMBIA
CAMPUS + COMMUNITY PLANNING

PROJECT
WESBROOK BASKETBALL COURT

DATE
2022 / 02 / 04

PAGE
2

Attachment 4 — UNA Noise Impact Study

Noise Measurement at Webber House

Date of measurement: January 27, 2022

Last Calibration: January 27, 2022 2:29 pm

Time of measurement: January 27, 2022 2:31 pm to 2:56 pm

Ambient Temperature: 5c

Humidity: 81%

Weather: Sunny

Wind: 7km/h W

The screenshot shows the Vancouver, BC Weather app interface. At the top, it says 'Vancouver, BC Weather' with a 'SAVED TO MY LOCATIONS' indicator. Below this, it states 'Updated on Thu., Jan. 27, 3:05 p.m.'. The main display shows a temperature of 5°C with a 'FEELS LIKE 3' indicator and a sun with a cloud icon. Below the temperature, it says 'A few clouds'. To the right, there is a 'TOP STORY' box with the text: 'Consider the start to February as a GIFT to ski resorts in B.C. First look at how much snow is coming, HERE'. At the bottom, there are several weather metrics: Wind (7^W km/h), Humidity (81%), Visibility (48^{km}), Sunrise (7:50^{AM}), Air Quality (2 Low Risk), UV (1 Low), Wind gust (11^{km/h}), Pressure (↓102.8 kPa), Ceiling (9100^m), and Sunset (5:00^{PM}).

Source: Weather Network 2022 ([Link](#))

UNA Noise Bylaw

Definitions

“Continuous Sound” means any Noise occurring for a duration of more than three minutes, or occurring continually, sporadically or erratically but totaling more than three minutes in any 15-minute period of time;

“Daytime” means from 0700 hours to 2200 hours on any weekday, and from 1000 hours to 2200 hours on any Saturday, Sunday or Holiday;

“Nighttime” means any time not included within the definition of Daytime;

“Point of Reception” means: (a) a point in a lane or a street, adjacent to but outside of the property occupied by the recipient of the Noise, that represents the shortest distance between that property and the source of the Noise; or (b) where no lane, street, or other public property exists between the recipient and the source, any point outside the property line of the real property from which the Noise emanates; and (c) in either case at least 1.2 metres (4 feet) above the surface of the ground;

Noise bylaw Section 10

No person shall Cause Continuous Sound the Sound Level of which:

(a) during the **Daytime exceeds a rating of 55** on an Approved Sound Meter when received at a Point of Reception; or

(b) during the **Nighttime exceeds a rating of 45** on an Approved Sound Meter when received at a Point of Reception.

Noise Level Decibel Scale

DECIBEL SCALE



Source: UNA Noise Bylaw Brochure 2014

Ambient Noise Level

Ambient noise level was recorded before and after the sound measurement.

There are external factors like vehicle drive by, pedestrians, background noise from playing field that can affecting the ambient noise level.

Ambient Noise			
	Start	Duration	LAeq (TH) [dB]
Info	-	-	P1 (A, Lin)
Sample 1	2022-01-27 14:32	02:42.0	48.9
Sample 2	2022-01-27 14:52	02:51.0	47.4

Ambient noise level during the period of measurement is between **47.4 db to 48.9 db**. Ambient noise level excludes period with vehicles and trucks drove by.

Bouncing Locations:

Locations are predetermined at 15m, 30m and 60m away from the nearest point of reception.

60m is approximate the same distance between the proposed basketball court to the nearby Webber House.

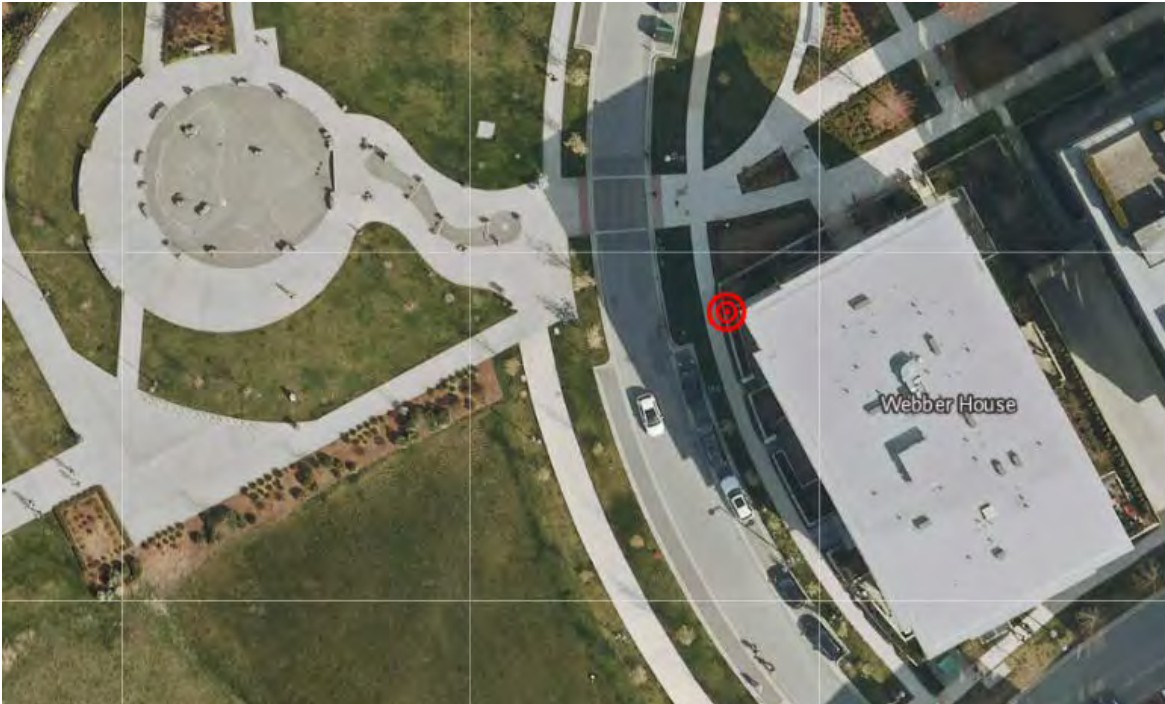
Distance is measured from the edge of the North West corner of Webber House to the following marker locations: 15m Marker, 30m Marker and 60m Marker.

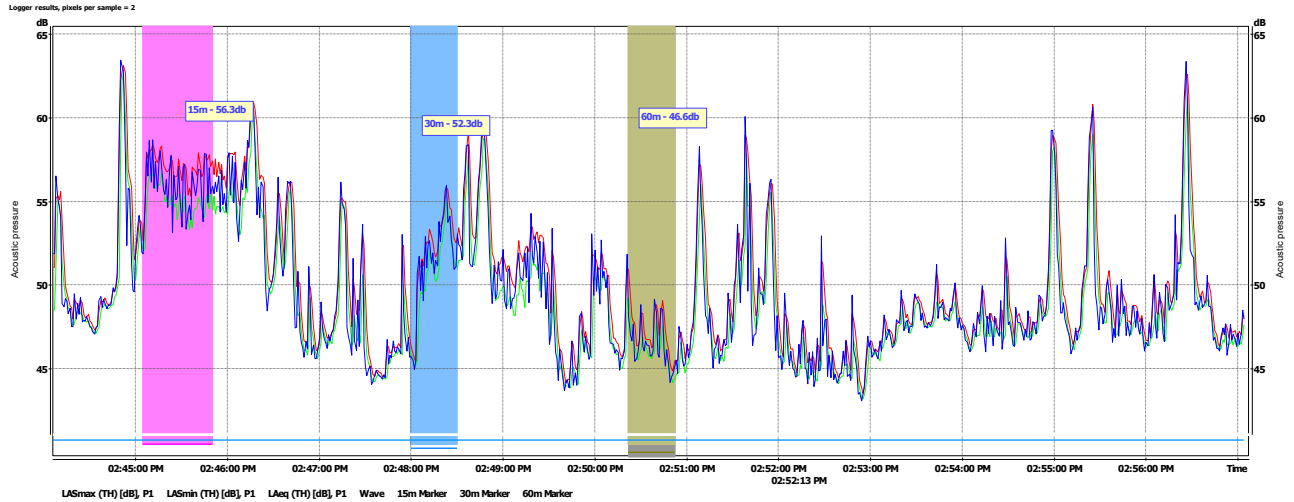
During the noise measuring period, 2 UNA team members bouncing 2 basketballs continuously for up to 1 minute and 30 seconds at each location.



Results

Point of Reception 1 – Northwest Corner of Webber House





	Start	Duration	LAeq (TH) [dB]
Info	-	-	P1 (A, Lin)
15m Marker	2022-01-27 14:45	00:45.0	56.3
30m Marker	2022-01-27 14:48	00:30.0	52.3
60m Marker	2022-01-27 14:50	00:30.0	46.6

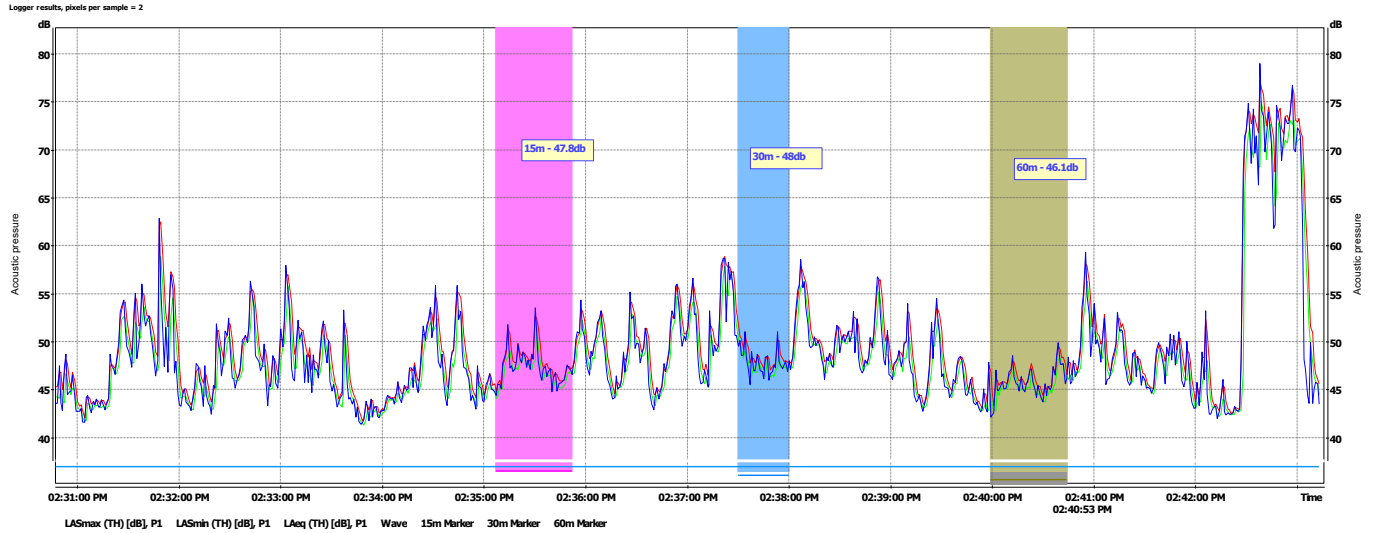
Noise bylaw Section 10

No person shall Cause Continuous Sound the Sound Level of which:

- (a) during the **Daytime exceeds a rating of 55** on an Approved Sound Meter when received at a Point of Reception; or
- (b) during the **Nighttime exceeds a rating of 45** on an Approved Sound Meter when received at a Point of Reception.

Point of Reception 2 – Southwest Corner of Webber House (Unit 106 Patio Entrance)





	Start	Duration	LAeq (TH) [dB]
Info	-	-	P1 (A, Lin)
15m Marker (39m)	2022-01-27 14:35	00:45.0	47.8
30m Marker (44m)	2022-01-27 14:37	00:30.0	48
60m Marker (70m)	2022-01-27 14:39	00:45.0	46.1

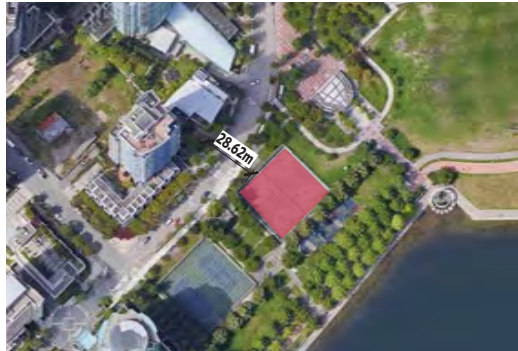
Noise bylaw Section 10

No person shall Cause Continuous Sound the Sound Level of which:

- (a) during the **Daytime exceeds a rating of 55** on an Approved Sound Meter when received at a Point of Reception; or
- (b) during the **Nighttime exceeds a rating of 45** on an Approved Sound Meter when received at a Point of Reception.

Attachment 5 — Basketball Court Precedent Images

BASKETBALL COURT PRECEDENTS | DISTANCES FROM NEIGHBOURING RESIDENTIAL BUILDINGS



DAVID LAM PARK



QUEEN ELIZABETH PARK



KITSILANO BEACH



GRAYS PARK



MT. PLEASANT PARK



GRANVILLE ISLAND

April 12, 2022

File: 2407-22A-R02

University Neighbourhoods Association
202-5923 Berton Avenue
Vancouver BC V6S 0B3

Attention: Wegland Sit

Dear Wegland,

**Re: Wesbrook Temporary Basketball Court
Noise Assessment**

It is proposed that a temporary outdoor basketball court will be located near Wesbrook Community Centre between Berton Avenue and Webber Lane in Vancouver near the University of British Columbia. As part of this proposal, BKL has been engaged to conduct a noise assessment of the proposed basketball court. Noise measurements at an existing outdoor basketball court were conducted and used to inform a 3-D noise model for the proposed court. This document outlines the findings of our assessment. A glossary of acoustic terms are attached.

Scope of Assessment

The University Neighbourhoods Association (UNA) request a noise study be completed via email on March 22, 2022. The scope of the requested assessment was as follows:

The study will measure impact noises resulted by:

1. *ball bouncing*
2. *players noise*
3. *ball striking the backboard*
4. *ball striking the hoop.*

Acoustic consultant will conduct noise measurement and then process noise measurement into noise model of the proposed basketball site. Noise model will use GIS data from UBC Campus Planning to simulate the surrounding buildings and terrain. This model should include:

1. *The proposed basketball court location*
2. *Existing buildings information*
3. *Proposed building in Lot 6 information (good to have but not absolutely necessary)*

Based on the noise model, the noise model should accurately predict noise level from basketball court usage and then compared to the UNA noise bylaw.

Reporting will provide detail of the methodology and result of the noise impact assessment.

While we are not able to reliably anticipate the basketball court usage, our assessment considers the required noise sources, typical usage and predicts the noise level at the requested building using standard acoustic modelling methodologies.

Project Description

The proposed outdoor basketball court location is northeast of the existing volleyball courts in the Westbrook Park area. Sports fields, volleyball courts and a soccer field, are located to the west and northwest of the proposed court respectively. The closest noise sensitive buildings are low-rise multi-family residential buildings which are located to the east and southwest of the court. To the southeast of the proposed court is undeveloped land which is proposed to be developed into multi-family residential in the future. The proposed court (shown in red), adjacent facilities and closest noise sensitive receptors are shown in Figure 1.



Figure 1: Proposed Court, Adjacent Facilities and Closest Noise Sensitive Receptors

The proposed outdoor court is a standard size basketball court with one hoop at each end of the court. There are no other facilities associated with court. The expected activities at the court will include those typical of a community outdoor court; a mix of individual use, small group use (shooting and bouncing of ball) and basketball games (can be either half court or full court games). There is

typically no management of the use of outdoor courts so the actual use will depend on the individual users and could involve any combination of the activities listed above (e.g., individual skills at one hoop, half court game at the other hoop). The noise from the court will be associated with basketball bouncing (ball contact with the court surface), ball impact with the hoop and backboard and verbal communication from the users of the court. There will also be periods of time when the court is not in use.

Criteria

The proposed court and noise sensitive receptors are both located within the University of British Columbia area. Noise within the area is governed by the University Neighbourhoods Associated (UNA) Noise Control Bylaw (issued 2008).

The noise bylaw states that that no person shall cause continuous sound (defined as a sound that occurs for more than three minutes in a 15 minute period) of which:

Daytime (Weekdays: 7am to 10pm, Weekend & Holidays: 10am to 10pm) exceeds 55 dBA at a point of reception
Nighttime (all other times) exceeds 45 dBA at a point of reception.

The bylaw states that the dBA levels are slow response levels. The Point of Reception can be represented as the property line of the receptor. It also states that no person shall cause non-continuous sound which disturbs the quiet of any person. As the bylaw states that the noise criteria can not be exceeded and that dBA levels are slow response, we have assumed that the $L_{max}(slow)$ is the appropriate noise metric to consider for the bylaw assessment.

Noise Measurements

Outdoor Basketball Court Activities

To assist with developing the noise model of the proposed court, BKL conducted noise measurements at an existing outdoor basketball court located near Totem Park Residences on Thunderbird Blvd. The measurements were taken on March 25, 2022 between 10:15am and 11:45am. The measurements captured the following activities:

- Half court basketball games with six players;
- Activity at both ends of the court – half court game and individual training; and
- Individual activities including bouncing basketball and basketball impacts with hoop and backboard.

While the $L_{max}(slow)$ metric is relevant for the bylaw assessment, we have reported the L_{eq} and $L_{max}(slow \text{ and fast response})$ for completeness. During the measurements, there were other activities in the area which contributed to the noise environment including aircraft passbys and vehicle passbys. The measurements are summarised in Table 1 below.

Table 1: Summary of Basketball Court Measurements

Activity	Distance	Measured Level		
		Leq	Lmax (slow)	Lmax (fast)
Bouncing ball	3m	67 dBA	70 dBA	75 dBA
	5m	61 dBA	64 dBA	67 dBA
Shooting ball (impact with backboard and hoop)	3m	60 dBA	68 dBA	74 dBA
	5m	57 dBA	62 dBA	69 dBA
Half court game 3 on 3 (six player total)	6.5 m from the west edge of court	58 dBA	70 dBA	71 dBA
	Centre court	59 dBA	66 dBA	72 dBA
	1m from edge of court	61 dBA*	Between 61 and 77 dBA	Between 69 and 84 dBA
Both ends of court in use: Half court game 3 on 3 (six player total) at north end and individual training at south end	Centre court	61 dBA	68 dBA	76 dBA

* average based on 6 measurements around perimeter of the court

Ambient Noise Levels

On March 25, 2022, noise measurements of the ambient noise levels were also taken, both near the existing court and near the sensitive receptors at the proposed site. Location 1, near the existing court, was selected to be representative of the ambient environment but away from the activities at the tennis and basketball courts. Location 2 was selected to be representative of the buildings near the proposed basketball court.. The measurement results are provided in Table 2. The monitoring locations are shown in Figure 2.

Table 2: Summary of Ambient Noise Level Measurements

Site	Description	Time	Measurement		
			L90	Leq	Lmax
Location 1: Near Totem Courts	The monitoring was conducted at an open space which was 65 m away from the basketball court. Two residential buildings were located 50 m to the south and 70 m to the west of the monitoring location. The microphone was set up at the height of 1.5 m above ground. During the monitoring period, recurring noise from aircraft, occasionally traffic movements, and distant maintenance works were observed near the monitoring location.	11:30 – 11:40	42 dBA	49 dBA	64 dBA (fast) 63 dBA (slow)
Location 2: Wesbrook Community	The monitoring was conducted at an open space on Webber Lane 23 m across from Webber House. Another residential building was located 48 m to	11:59 – 12:14	46 dBA	55 dBA	71 dBA (fast) 69 dBA (slow)

Site	Description	Time	Measurement		
			L90	Leq	Lmax
	the south of the monitoring location. The microphone was set up at the height of 1.5 m above ground. During monitoring period, recurring noise from aircraft, occasionally traffic movements, and children playing were observed. During the measurement, there were garbage loading sounds from a truck but these were excluded from the ambient measurement.				

Figure 2: Ambient Monitoring Locations



Location 1:



Location 2:



Noise Model

A 3-D noise model was developed using noise modelling Cadna/A software. The model implements noise prediction standard ISO9613-2 and considers the heights of the sources and receptors, reflective surfaces, octave band level for each noise source and ground type. The model setup details are provided in Table 3 below.

Table 3: Model Setup and Data Inputs Summary

Parameter	Value
Calculation Standard	ISO 9613-2:1996
Ground Absorption	G = 0 (hard ground) for hard surfaces like concrete and basketball court G = 1 (soft ground) for park area
Reflection Order	2
Building Reflection Loss	1 dB
Building heights and outlines	Building outlines and heights mostly provided by UNA, where data was not available building heights were estimated from aerial images and photos taken on site.
Ground elevation contours	City of Vancouver 1m contour lines

For the model, we included the three most significant noise sources:

- Bouncing of ball;
- Sound of hoop when ball impacts (measurement included backboard and hoop impacts); and
- Player communication.

We used the results of the noise measurements taken at the site to estimate the sound power level (L_w) for each noise source and to calibrate the noise model. Given that there were other noise generating activities in the area, the noise measurements of the individual activities were typically the most reliable to develop a sound power level for the different activities. The average levels predicted by the model for a basketball game were within 1 dB of the levels measured during the 3 on 3 game on March 25, 2022.

For the assessment, we modelled a representative worst-case scenario with a half court game of three on three at both ends of the court (total of 12 players using the court). The L_{max} (slow) levels were predicted for every floor of the building that are adjacent to the proposed court, including the proposed buildings to the east of the court that are not yet built.

The noise sources used in the model are summarized in Table 4 below.

Table 4: Noise Source Details

Source	Type	Lw (dBA)	Height	Description
Bouncing of ball	Area source	85	0.25 m	Noise from ball impacting the ground. As per our measurements, we have assumed the Lmax (slow) level is 4 dBA higher than the average level.
Shooting of ball	Point source	78	3 m	Noise from impact of ball against the backboard and the hoop. As per our measurements, we have assumed the Lmax (slow) level is 8 dBA higher than the average level.
Voice from players	Area source	75	1.5 m	We have assumed that all players will communicate with a raised voice and that one person will be speaking at all times. We have assumed the Lmax (slow) level is 8 dBA higher than the average level which is consistent with a typical “loud” vocal effort level.

Discussion

The model predicted the noise levels for all buildings surrounding the site at every floor. The highest predicted Lmax (slow) level on each facade is shown in Figure 3.



Figure 3: Predict Noise Levels Lmax (slow) - dBA

The highest predicted Lmax (slow) level is 45 dBA at 3388 Webber Lane and the proposed dwellings on Birney Ave. This occurs for most floors for the facades facing the courts as shown Figure 4. The predicted noise levels are all below the 55 dBA daytime criteria but some building exposure levels are equal to the night-time criteria of 45 dBA.

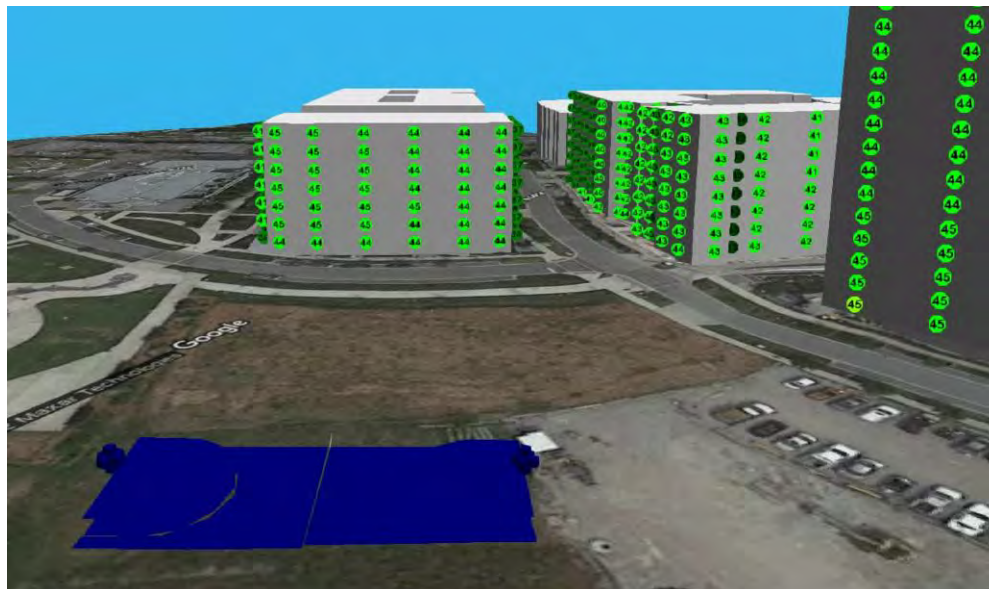


Figure 4: Predicted Facade Noise Level Lmax (slow) - dBA

Some noise sources are considered to be more annoying to humans due to their character (e.g. impulsive or tonal noise sources). It is possible that the noise sources associated with the courts could be considered impulsive and therefore may be more annoying to receivers. The UNA bylaw does not state any correction should be applied for sources which may be considered to be more annoying. However, for reference, ANSI S12.9-2005/Part 4 technical standard *Quantities and Procedures for the Description and measurement of Environmental Sound – Part 4: Noise Assessment and Prediction of Long-Term Community Response* states that a penalty of 5 dB can be added to account for the increased annoyance of a regular impulsive noise source. While this is not required by the bylaw, even if a 5 dB penalty was applied, the noise levels would be below the 55 dBA daytime criteria, however, it would exceed the nighttime criteria at a number of receptors.

While the bylaw specifies consideration of the slow response level, human response to impulsive sound is closer related to fast response levels. For completeness, we also reviewed the expected Lmax (fast) levels. Our measurements indicated that the Lmax (fast) level for basketball activities was typically between 5 and 8 dBA higher than the Lmax (slow) level. Therefore, the Lmax (fast) level at the closest receptor building could be up to 53 dBA Lmax (fast). We note that this level is below the 71 dBA Lmax (fast) level that was recorded during the ambient measurement taken at Location 2.

There is the potential for other noise sources such as conversation if there are spectators seated around the courts. To minimize the potential impacts, any seating should be faced away from the closest residential buildings.

Summary

BKL conducted noise measurements of basketball activities at Totem Courts to assist with developing a noise model for the proposal outdoor court to be located near the Westbrook Community Centre. The noise model considered player communication, ball bouncing and shooting sound sources. The model indicates that the highest expected Lmax(slow) level would be 45 dBA. The typical noise level from basketball activities is not expected to exceed the daytime criteria at anytime but may exceed the nighttime criteria at some receptors.

We trust this information is sufficient for your purposes. Please let us know if you have any questions.

Sincerely,

BKL Consultants Ltd.

per:



Brigette Martin P. Eng.

Acoustical Consultant

martin@bkl.ca

Enclosures: Glossary

Glossary

A-weighting – A standardized filter used to alter the sensitivity of a sound level meter with respect to frequency so that the instrument is less sensitive at low and high frequencies where the human ear is less sensitive. Also written as dBA.

ambient/existing level – The pre-project noise or vibration levels.

decibel – The standard unit of measurement for sound pressure and sound power levels. It is the unit of level that denotes the ratio between two quantities that are proportional to pressure or power. The decibel is 10 times the logarithm of this ratio. The reference pressure used for airborne sound is 20 μPa , while the typical reference pressure used for underwater sound is 1 μPa . Also written as dB.

equivalent sound level - The steady level that would contain the same amount of energy as the actual time-varying level. Although it is, in a sense, an “average,” it is strongly influenced by the loudest events because they contain the majority of the energy.

maximum sound level – The highest exponential time-averaged sound level, in decibels, that occurs during a stated time period. The standardized time periods are 1 second for "slow" and 0.125 seconds for "fast" exponential weightings

octave bands – A standardized set of bands making up a frequency spectrum. The centre frequency of each octave band is twice that of the lower band frequency

receiver – A noise-sensitive stationary position at which noise levels are received.

sound – The fluctuating motion of air or other elastic medium which can produce the sensation of sound when incident upon the ear

sound power – The total sound energy radiated by a source per unit time

time response - Used to describe an exponential weighting applied to a signal to assist with observing the variation in sound pressure level or to better correlate with human perception of loudness. The standard time periods are 1 second for “slow” and 0.125 second for “fast” exponential weightings



PUBLIC CONSULTATION SUMMARY

File: DP22011 Wesbrook Place Temporary Basketball Court
Date: April 28, 2022

Virtual Public Open House

Date & Time: Wednesday April 20, 2022 from 11:30 AM - 1:00 PM and 7:00 - 8:30 PM
Location: Zoom meeting

The details of the event were posted on-site on the Development Permit notification sign and the Campus and Community Planning website. An advertisement was posted online in the Ubyyssey running from April 6 to 20, 2022. Notifications were emailed to the University Neighbourhood Association (UNA), the Alma Mater Society (AMS), and Graduate Student Society (GSS). Notification letters for residents within 30 m of the site were emailed to Village Gate Homes for distribution to residents of the neighbouring Mundell House and Webber House, as well as to Wesbrook Properties for Georgia Point.

Campus & Community Planning staff introduced the project and representatives from the University Neighbourhood Association, UBC Properties Trust, and the project landscape architecture consultant presented the project plans. Staff and the applicant team responded to questions about the project.

The meeting was accessible via a Zoom meeting link emailed out to registrants on the day of the event and also posted on the project website. Prior to the event, 38 registrants signed up using the online registration form for the morning/afternoon session and 38 for the evening session. The number of participants, in addition to staff and the applicant team, peaked at 17 as of 11:50 AM for the afternoon session and 18 as of 7:15 PM at the evening session.

Online Comment Form

Comment Period: April 6 - April 27, 2022

During the comment period 207 responses were collected via the online feedback form. 1 submission was excluded for being an exact duplicate of a previous comment and 3 were left blank without a comment.

The predominant affiliation provided by the online comment form respondents:

Alumnus	11
Emeritus	6
Faculty	29
Resident	89
Staff	46
Student	15
UNA	7
No response	3
Other - High School	1
TOTAL:	207



Of these 207 respondents, 180 reported living on campus at UBC, 6 in the University Endowment Lands, 17 in the City of Vancouver, and 4 did not provide a place of residence.

Of a total of 203 written comments that were collected, 132 of these expressed non-support and 71 expressed support.

The primary reasons given for non-support of the proposal included the following:

- The noise impacts to neighbouring building residents will be unreasonable and that noise bylaw enforcement will become an issue;
- Loss of green open space;
- A regulation-sized basketball court is not suitable for the particular location and will support more aggressive competitive players;
- A basketball court is not the amenity that would be most appreciated by neighbourhood residents

Several respondents commented that they felt the University Neighbourhood Association had not adequately consulted with neighbourhood residents on their preferences for an amenity on the site. Alternative suggestions provided included a community garden, playground, or multi-sport court including badminton and pickleball, as well as to leave the area in its current state. Others felt the project was not in accordance with the Wesbrook Neighbourhood Plan.

The primary reasons given for support of the proposal include the following:

- A desire to see additional sporting amenities in Wesbrook Place;
- Basketball is an activity that appeals to a wide range of player groups and the proposed court would provide a place for community members to meet;
- There is a need for facilities available for older children and teenagers for be active.

In addition to online comment forms, 5 sets of email correspondence were received by Campus and Community Planning Development Services staff regarding the project. These emails expressed concerns whether the noise study correctly modelled potential impacts and enquired about the development permit review process, the impetus of the project, and the function of the Development Permit Board and its membership. The correspondence also expressed concern regarding the consistency of the proposal with the Wesbrook Neighbourhood Plan's section on future parks and leisure facilities as well as the lack of policy regarding temporary uses within UBC planning documents. The respondents provided suggestions to further mitigate potential noise impact by moving the facility into the area of the adjacent volleyball courts, using a sound dampening surface treatment and fencing to limit night time access. Further, it was suggested that portions of the Wesbrook Neighbourhood Plan should be reassessed in relation to the current state of neighbourhood completion, current and projected population, as well as changing recreational needs.

Examples of Eligible CWF Projects

The following projects examples are ineligible uses of Community Works funding:

- Fire truck purchases as stand-alone projects*
- Emergency Operations Centres and Search and Rescue Facilities
- City halls, public works buildings and other administrative buildings
- Child care centres
- Social housing
- Seniors care facilities and housing
- Health care related infrastructure
- Small equipment purchases as stand-alone projects
- Feasibility studies and detailed design plans (without additional capital spending)

**Note: As of April 1, 2021, the eligibility criteria for fire halls and fire station infrastructure have been expanded. Please see page 5 of this document for more details.*

Infrastructure Projects

Category	Description	Examples
Local Roads, Bridges, & Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> – New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks paths, and hiking trails – Intelligent Transportation systems – Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> – Drinking water treatment infrastructure – Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> – Wastewater collection systems and or wastewater treatment facilities or systems – Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization – Separate storm water collection systems and or storm water treatment facilities or systems

		<ul style="list-style-type: none"> – Wastewater sludge treatment and management systems
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> – Renewable electricity generators – Electric vehicle infrastructure/fleet vehicle conversion – Hydrogen infrastructure (generation, distribution, storage) – Wind/solar/thermal/geothermal energy systems – Alternative energy systems that serve local government infrastructure – Retrofit of local government buildings and infrastructure not captured in any other eligible category.
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> – Transit infrastructure such as rail and bus rapid transit systems, and related facilities – Buses, rail cars, ferries, Para-transit vehicles, and other rolling stock and associated infrastructure – Intelligent Transport Systems such as fare collection, fleet management, transit priority signalling, and real time traveler information system at stations and stops – Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> – Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan. – Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery – Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including	<ul style="list-style-type: none"> – Sport infrastructure for community public use

	arenas, which would be used as a home of professional sports teams or major junior hockey teams	<ul style="list-style-type: none"> – Sport infrastructure in support of major amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> – Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale; – Community centers that offer programming to the community at large, including all segments of the population; – Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> – Museums – The preservation of designated heritage sites – Local government owned libraries and archives – Facilities for the creation, production, and presentation of the arts – Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attracts travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> – Convention centers – Exhibition hall-type facilities – Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> – Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change – Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic</i></p>

		<i>upgrades etc.) and not response (such as fire trucks, fire halls, etc.)</i>
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> – High-speed backbone – Point of presence – Local distribution within communities – Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly---owned social housing.	<ul style="list-style-type: none"> – New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement – New construction of municipal use public parks and affordable housing
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> – Construction projects that enhance airports and are accessible all year---round, through the development, enhancement or rehabilitation of aeronautical and/or non--- aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) – Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> – Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal – Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel – Construction, development or improvement of facilities to improve interchange of goods between modes

		<ul style="list-style-type: none"> – Procurement of technology and equipment used to improve the interchange of goods between modes – Operators must offer year-round service
Short-sea Shipping	<p>Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean</p>	<ul style="list-style-type: none"> – Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities – Capitalized equipment for loading/unloading required for expansion of short---sea shipping – Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
Fire Halls and Fire Stations	<p>Fire hall and fire station infrastructure*</p> <p>* Exclusive to the fire station category, costs must have been incurred after April 1, 2021 to be eligible for investment</p>	<ul style="list-style-type: none"> – New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas) – Retro-fit and modernization of existing firehalls and attached building space – Acquisition of a fire-truck as a capital asset as part of an overall capital upgrade to an existing fire hall or construction of a new firehall <p><i>Note: the following investments are not eligible in the fire hall category:</i></p> <ul style="list-style-type: none"> – Acquisition or replacement of fire trucks or other vehicles as a standalone project – Personal protective equipment (PPE) and gear and other fire station related equipment – Fire hydrants and reservoirs – Communications devices (Ex.: Cell phones, radios, pagers) – Structural Protection Units and contents

Capacity Building Projects		
Category	Description	Examples
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> – Asset Management Practices Assessment – Current State of Assets Assessment – Asset Management Policy – Asset Management Strategy – Asset Management Plan – Long---Term Financial Plan – Asset Management Practices Implementation Plan – Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> – Integrated community sustainability plans – Regional growth strategies – Community development plans – Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> – Transportation plans – Infrastructure development plans – Liquid waste management plans – Solid waste management plans – Long---term cross---modal transportation plans – Water conservation/demand management plans – Drought management contingency plans – Air quality plans – GHG reduction plans – Energy conservation plans



Report Date: May 12, 2022
Meeting Date: May 17, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: Area A Community Works Funds – Acadia Project Update

Background

At the September 21, 2022 meeting the UNA Board passed the following motion in relation to potential Community Works Fund projects:

THAT the Board approve the UNA advancing the following joint UNA and UBC projects to the Electoral Area A Community Works Fund working group:

- 1. Electric Vehicle (EV) Charging Stations Project*
- 2. Solid Waste Receptacle Replacement Project*
- 3. Wesbrook Outdoor Basketball Court Project*
- 4. Acadia Neighbourhood Active Transportation Improvement Project*

The first three projects were reviewed by the Board as stand-alone projects and, noting that the outcome of the EV Charging Station Project and Wesbrook Outdoor Basketball Court Project have not been confirmed as of the writing of this report, to meet project timelines, UNA support for the UBC Acadia Neighbourhood Active Transportation Improvement Project should be considered at the May Board meeting.

Decision Requested

THAT the Board endorse UBC advancing an application to the Area A Community Works Fund Committee for the Acadia Neighbourhood Active Transportation Improvements for up to \$100,000.

Discussion

The Board is reviewing four potential joint UNA and UBC Community Works Fund projects:

1. Electric Vehicle (EV) Charging Stations Project
2. Solid Waste Receptacle Replacement Project
3. Wesbrook Outdoor Basketball Court Project
4. Acadia Neighbourhood Active Transportation Improvement Project



The first three projects were identified by UNA representatives to the Electoral Area A Community Works Fund working group, and the final project was identified by UBC as a priority project based on feedback from the Transportation Engineer at Campus and Community Planning.

The proposed project will improve the Active Transportation Corridor in Acadia Park by formalizing the route with crushed gravel paths as well as landscaping and asphalt paving improvements. The enhancements will improve pedestrian safety for children accessing Norma Rose Point School (Acadia Park improvements overview attached as Schedule A).

The biggest consideration with the Acadia Neighbourhood Active Transportation Improvement Project was not whether the project should advance, but at what level, as the project is potentially scalable (i.e. the scope could be increased or decreased).

When the projects were presented to the Board in September it was noted that the total amount of funding available to be allocated to the UNA/UBC area through 2023 is \$636,703.30.

The estimated cost of the projects at the time was as follows:

Project	Estimated Cost
Electric Vehicle (EV) Charging Stations	\$210,000
Solid Waste Receptacle Replacement	\$122,000
Wesbrook Outdoor Basketball Court	\$200,000
Acadia Neighbourhood Active Transportation Improvements	\$100,000
Total:	\$633,000

Although not confirmed, and subject to confirmation by the Board, these numbers have since been amended as follows:

Project	Estimated Cost
<i>*Electric Vehicle (EV) Charging Stations</i>	<i>\$195,000</i>
Solid Waste Receptacle Replacement	\$140,000
<i>*Wesbrook Outdoor Basketball Court or alternative project</i>	<i>\$200,000</i>
Acadia Neighbourhood Active Transportation Improvements	\$100,000
Total:	\$635,000

*Proposed project estimate. To be confirmed by UNA Board.



Based on the projected costs for the proposed projects (or potentially, project placeholder), it is recommended that the Acadia Neighbourhood Active Transportation Improvement Project advance to the Area A Community Works Fund Committee for the consideration of approval.

For all of the proposed Community Works Fund projects it is intended that UBC will own the assets and pay for and project manage the projects. Any funding agreements would also be between Metro and UBC.

Financial Implications

The total amount available for the projects through to 2023 is \$636,703. Current cost estimates for the projects are as follows:

Project	Estimated Cost
<i>*Electric Vehicle (EV) Charging Stations</i>	\$195,000
Solid Waste Receptacle Replacement	\$140,000
<i>*Wesbrook Outdoor Basketball Court or alternative project</i>	\$200,000
Acadia Neighbourhood Active Transportation Improvements	\$100,000
Total:	\$635,000

*Proposed project estimate. To be confirmed by UNA Board

Operational Implications

Advancing this project will require input and support from the Operations, Administration and Communications departments.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – Acadia Park Improvements Overview



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Concurrence

1. Wegland Sit, Operations Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a thin horizontal line.

Sundance Topham
Chief Administrative Officer

Acadia Park Improvements

Krista Falkner

January 14, 2022

Improvement to Active Transportation Corridor in Acadia Park

- A key walking & biking route to travel east / west across the east side of UBC / UEL is identified in purple to the right. However, these are informal routes and for most of the school year are mud paths.
- Funding will be used to create a more formalized walking route to and through Acadia Park using crushed gravel and asphalt.
- Funding will also be used to improve the pathway west of Osoyoos Crescent by replacing green pavers with a gravel or asphalt pathway, relocating existing bollards, pruning trees, and adding signage.
- Cost Estimate: \$100K – full scope of work to be confirmed at project award stage.



Details of Improvement to Active Transportation Corridor in Acadia Park



If budget allows explore speed hump north of new pedestrian crossing.

To NRP, University Blvd, and Pacific Spirit Park

Berwick Childcare Development Centre

Asphalt pathway up the slope to allow for safe braking coming down the hill.

Formalize pedestrian crossing using paint and signage.

Tie in pathway with new connection to Norma Rose Point.

Relocate bollard to accommodate walking / biking route.

Crushed gravel or limestone pathway 2m-3m wide.

Crushed gravel or limestone pathway 2m-3m wide.

Tree pruning to ensure good clearance along pathway.

Signage and pavement markings to mark intended walking route.

To Wesbrook Mall and Hawthorn Place

Future Connections and Condition



The above image shows the work done in 2021 to connect to Norma Rose Point east of the Acadia Park walkway (looking east to Norma Rose Point School). The planned works will match this pathway, but with smaller crushed gravel for easier cycling, particularly for smaller children.

The below image is looking east at the Acadia Park walkway and shows the improvements that were completed in 2021. The planned work will connect to the pathway that goes directly to Norma Rose Point School, as indicated by the blue line.



Existing, muddy route will be replaced with gravel pathway



Report Date: May 5, 2022
Meeting Date: May 17, 2022
From: Sundance Topham, Chief Administrative Officer
Subject: UNA Board, Appointees + Representatives Code of Conduct Policy

Background

A draft UNA Board + Appointees Code of Conduct Policy was provided to the Board for review at their April meeting. Although the Board was generally supportive, comments were received noting that the structure of the report didn't work for the UBC members and AMS representative, and there were also comments received noting that the policy could be made more succinct.

The attached policy was updated based on this feedback. It has been reviewed and endorsed by the Governance and Human Resources Committee and is presented to the Board for consideration of adoption.

Decision Requested

THAT the Board approve the attached UNA Board, Appointees + Representatives Code of Conduct Policy.

Discussion

An updated UNA Board + Appointees Code of Conduct Policy was created and presented to the Board at their April meeting.

The feedback at the table noted that further revisions were required, and based on this, a new draft has been created. Highlights of the revisions are as follows:

- The policy has been updated with a new definition of "Representative". This definition is meant to differentiate the UBC Members and AMS Representative, who have different duties and obligations than the Directors and Appointees.
- The policy is broken down by duties specific to Directors, those that apply to Directors and Appointees, and those that apply to all three.
- The language in relation to compliance and enforcement has been amended to acknowledge that UBC Members and the AMS Representative report to external organizations.



- The language has been simplified where possible, noting that there is some redundancy between the sections, due to the nature of attempting to cover all three groups (Directors, Appointees and Representatives).

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Schedule A – UNA Board, Appointees + Representatives Code of Conduct Policy Clean
2. Schedule B – UNA Board, Appointees + Representatives Code of Conduct Policy Blackline

Concurrence

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer



SUBJECT:	UNA Board, Appointees + Representatives Code of Conduct Policy	POLICY #01-16
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:		
AMENDED:	-	
REVIEWED	-	

PURPOSE

The University Neighbourhoods Association (“**UNA**”) seeks to maintain and enhance the quality of life for all UNA residents through responsible, fair, community-minded and sustainable representation. To help achieve this goal, the UNA Board of Directors (“**Board**”) has adopted a Code of Conduct Policy (“**Policy**”) applicable to UNA Directors (“**Directors**”) and to all persons appointed by the Board to UNA committees or task forces (“**Appointees**”). This Policy is also applicable to any individuals appointed or designated by the University of British Columbia or the Alma Mater Society who attend and participate in UNA Board or Committee meetings (“**Representatives**”).

The purposes of the Policy are to ensure that:

- Business is conducted with integrity, in a fair, honest and open manner;
- Directors, Appointees and Representatives respect one another, the public and staff and recognize the unique role each has in making the UNA a better place to work and live;
- The conduct of Directors, Appointees and Representatives in the performance of their duties and responsibilities with the UNA is above reproach;
- Decision making processes are accessible, participatory, understandable, timely and just;
- Directors and Appointees identify and address any real or perceived conflict of interest; and,
- Directors, Appointees and Representatives respect and uphold confidentiality requirements.

The Policy provides general guidance on the standards of conduct required, including guidelines on conflicts of interest, processes to raise concerns and breaches of the Policy, as well as an accompanying acknowledgement statement.

SCOPE

This Policy is applicable to all Directors of the UNA Board and includes provisions that are relevant to Appointees and Representatives. The bodies to which Directors, Appointees and Representatives can be appointed are referred to collectively as “**Committees**” throughout this Policy.

POLICY STATEMENTS

Duties of Directors

The Board of the UNA, collectively, are entrusted with the management, administration and control of the property, revenue, business and affairs of the UNA.

Director duties are set out in the *Societies Act*, the UNA Bylaws and established by common law. Each Director has a responsibility, first and foremost to the best interests of the UNA and must function primarily as a Director of the Board and not as a representative of any particular constituency. Taken together, the fundamental duties of the Directors include the following:

Fiduciary Duty: Directors must act honestly and in good faith with a view to serving the best interests of the UNA. In placing the UNA's interests ahead of their own personal interests, each Director is required to:

- Be honest in their dealing with the UNA and others on behalf of the UNA;
- Act in accordance with the conflict of interest provisions contained within Section 56 of the *Societies Act*, UNA Bylaw 6.15 and 6.16 as well as the requirements of this Policy;
- Remain impartial and loyal to the best interests of the UNA and not act as a delegate or representative of any interest, stakeholder, or group;
- Maintain the confidentiality of information submitted to the Director in confidence, and in accordance with the requirements set out in this Policy and any applicable policies; and
- Respect the Board and Board decisions, and avoid undermining any decision of the Board, regardless of whether the Director agrees with or voted for the decision.

Duty of Care: Directors must exercise the degree of care, skill, and diligence reasonably expected from a person having their knowledge and experience.

Duty of Knowledge: Directors must be familiar with and generally knowledgeable about:

- The UNA's mandate, goals, objectives, and operations;
- The community, business and political environments within which the UNA operates;
- The relevant legislation applicable to the UNA and Directors; and
- The current governance policies and practices of the UNA.

Duty of Compliance: Directors must comply with all applicable laws and regulations and with policies applicable to Directors.

Duty to Disclose: Directors must disclose information within their knowledge that is of significance to the UNA.

Expectations: In fulfilling their responsibilities and duties, Directors are expected to:

- Act in a manner consistent with the trust and confidence placed in the Board, as a responsible steward of UNA resources;
- Devote the necessary time and attention required to prepare for and attend meetings of the Board and applicable Committees;

- Participate fully and frankly in the deliberations and discussions of the Board and applicable Committees;
- Act in a manner which is courteous of others, including to treat others with respect;
- Avoid any situations that impair or have the potential to impair the Director’s independence or impartiality in performing the duties of a Director or otherwise to cause, or have the potential to cause, damage to the UNA or its reputation; and,
- Act consistent with the Board’s protocols on Board communications and public comment.

Duties that apply to Directors and Appointees

Conflict of Interest

All Directors and Appointees shall be aware of and declare, in writing where necessary, any real or perceived conflicts of interest.

General. A Director or Appointee holds a position of trust *vis-à-vis* the UNA. As such, there is a general obligation to avoid situations of real or potential conflicts of interest as well as even the appearance of a conflict of interest.

Definition of Conflict of Interest. A conflict of interest arises where the Director or Appointee’s interests and those of the UNA might be in real, potential or perceived conflict. A conflict of interest puts into question the independence, impartiality and objectiveness that a Director or Appointee is obliged to exercise in the performance of their duties.

- A “**private interest**” means a direct or indirect economic interest or other personal benefit or advantage, and it may involve a financial or non-financial interest. The interest may be personal to the Director or Appointee themselves, or to the Director or Appointee’s relatives (a spouse, parent, child, sibling or other family member whether connected by blood, marriage or adoption), or a business in which the Director or Appointee is involved.
- A Director or Appointee has a “**real conflict of interest**” when the Director or Appointee is performing a duty or function and in the performance of that duty or function has the opportunity to further their private interests.
- A Director or Appointee has a “**potential conflict of interest**” when there exists some private interest that could influence the performance or exercise of a Director or Appointee’s duty or function.
- A Director or Appointee has a “**perceived conflict of interest**” when a reasonably well-informed person could perceive that a Director or Appointee’s ability to perform a duty or function of the position was, or will be, affected by the Director or Appointee’s private interests and interfere with the Director or Appointee’s judgment in making decisions in the UNA’s best interest.

A conflict of interest does not exist simply where a Director or Appointee has or may have an interest in common with many other people or where the issue may concern a particular UNA neighbourhood, including one in which the Director or Appointee lives. In general, debating or discussing and voting on matters which have an effect on a broad group is not a conflict of interest. However, a conflict of interest due to representation of or relation to a specific constituency may occasionally arise. Conflict could reasonably be considered to exist for the following identified groups when considering these matters (*as illustrative examples only and in no way meant to be exhaustive*):

- For a Director or Appointee where a contract or matter before the Board involves only the specific strata development in which they resides and not other strata developments;
- For a Director or Appointee serving on the board of another organization and being in possession of information confidential to the UNA that is of importance to a matter being considered by the board of the other organization.

Responsibility to Disclose Conflict of Interest

It is the responsibility of a Director or Appointee to identify a conflict of interest to the Chair of the Board or Committee (with a copy to the Chief Administrative Officer (“**CAO**”)) in writing, in advance of a meeting if possible, in which the subject matter relating to the conflict will arise for Consideration or, where that is not practicable or possible, verbally at a Board or Committee meeting. In this Policy the word “**Chair**”, includes the Acting Chair and any Director or Appointee who is elected to Chair a meeting of a Board or Committee. “**Consideration**” may include discussion, debate and voting.

If the real or perceived conflict of interest arises at a Board or Committee meeting without notice then the Director or Appointee should forthwith advise the Chair of the conflict.

Where a conflict of interest exists, Directors and Appointees are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must absent themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Director’s or Appointee’s exit from and return to the meeting shall be noted in the minutes.

Where in the opinion of a Board or a Committee member, a Director or Appointee is in a real or perceived conflict of interest and has not so declared, the body may ask for a review of the matter by the CAO. The matter, if unresolved, may then be referred to Board for review and then, if still unresolved, to legal counsel.

A Director or Appointee who has or is deemed to have a conflict of interest shall be counted in the quorum for a meeting at which the Director or Appointee attends notwithstanding that the Director or Appointee is absented while any matter is discussed, debated or voted on in respect of which a conflict exists for that Director or Appointee.

Advocacy

Directors and Appointees shall represent the official policies or positions of the UNA, Board or Committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, Directors and Appointees shall explicitly state

they do not represent Board, their Committee or the UNA, nor will they condone the inference that they do.

Decisions Based on Merit

Directors and Appointees shall base their decisions on the merits and substance of the matter at hand.

Duties that apply to Directors and Appointees and Representatives

Confidentiality

In the course of their duties, Directors, Appointees and Representatives will have access to confidential information relating to the UNA and may also learn of other confidential or non-public information relating to third parties.

Directors, Appointees and Representatives are expected to maintain the confidentiality of all confidential and non-public information and are required not to disclose or release any such confidential or non-public information unless authorized by the UNA or required by law to do so.

Proceedings in closed and restricted closed sessions of the UNA Board and Committees are confidential. Proceedings in strategy sessions, forums, workshops or other sessions the UNA may hold from time to time are also confidential, unless otherwise provided. Directors, Appointees and Representatives must hold in confidence all views and opinions expressed by other Directors, Appointees and Representatives or individuals in such sessions.

The duty to maintain information in confidence continues after the individuals cease to be a Director, Appointee or Representative.

Respectful Workplace Environment

Directors, Appointees and Representatives shall treat each other, the public, and UNA staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Directors, Appointees and Representatives shall be aware of and act in accordance with the UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03.

Respecting Governance Structure

Directors, Appointees and Representatives shall respect and adhere to the structure of governance as established in the UNA. In this structure, the Board determines the policies of the UNA with the advice, information and analysis provided by the public, Committees, and UNA staff. Directors, Appointees and Representatives, therefore, shall not interfere with the administrative functions of the UNA or with the professional duties of UNA staff, nor shall they impair the ability of staff to implement Board policy decisions.

Compliance with Processes

- Directors, Appointees and Representatives shall perform their duties in accordance with the policies, procedures and rules of order established by the UNA Board which govern the deliberation of issues, meaningful involvement of the public, and implementation of policy decisions of the Board by UNA staff.

- Directors, Appointees and Representatives shall be aware of the mandate of their respective Committees and act in accordance.

Gifts and Favours

- Directors, Appointees and Representatives shall not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the UNA, except as follows:
 - Where such a gift or favour is authorized by law; or
 - Where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Director, Appointee or Representative.
- Directors, Appointees and Representatives may participate in UNA programs open to the public and may purchase UNA property or goods offered for public sale.

Use of Public Resources

Directors, Appointees and Representatives shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

Compliance and Enforcement

This Policy is intended to be self-enforcing. The Policy expresses standards of conduct expected, and Directors, Appointees and Representatives themselves have the primary responsibility to assure that these standards are understood and met.

Where the circumstances warrant, the Board may impose sanctions on Directors and Appointees whose conduct does not comply with this Policy.

To ensure procedural and administrative fairness, a Director or Appointee who is accused of violating any provision of the Policy shall have a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare their response to the allegations.

Before considering a sanction, the Board must ensure that a Director or Appointee has:

1. Received a written copy of the complaint against them;
2. A minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and,
3. A fair opportunity to be heard.

Any conduct by Representatives that contradicts this Policy will be raised with both the Representative, and the organization that appointed or designated them to attend and participate in UNA Board or Committee meetings.

Implementation of the Policy

Directors, Appointees and Representatives should view the Policy as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when individuals are thoroughly familiar with the Policy and embrace its provisions. For this reason, the Policy will be provided to candidates for Board, applicants to Committees and appointed Representatives.

Directors, Appointees and Representatives will be requested to sign the statement, attached as Appendix A, affirming they have read and understood the Policy. In addition, the Governance and Human Resources Committee (“**GHR Committee**”) shall review the Policy periodically, and the Board shall consider recommendations from GHR Committee and update the Policy as necessary.

Violation Not Cause to Challenge a Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board or Committee decision.

Related Documents and Legislation

- UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03
- UNA Board Rules of Procedure
- UNA Bylaws
- Societies Act, *S.B.C. 2015, c. 18*



APPENDIX A

MEMBER STATEMENT

Board of the UNA, Appointees and Representatives

As a Director on the UNA Board, an Appointee or a Representative, I acknowledge and agree that:

- 1) I have received a copy of the Policy.
- 2) I will conscientiously and in good faith observe the provisions of the Policy.
- 3) A breach of the Policy may result in the Board imposing sanctions on individuals whose conduct does not comply with this Policy.

Signature: _____

Date: _____

Name (please print):

Office/Committee:



SUBJECT:	UNA Board + Appointees + <u>Representatives</u> Code of Conduct Policy	POLICY #01-16
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:		
AMENDED:	-	
REVIEWED	-	

PURPOSE

The University Neighbourhoods Association (“UNA”) seeks to maintain and enhance the quality of life for all UNA residents through responsible, fair, community-minded and sustainable representation. To help achieve this goal, the UNA Board of Directors (“Board”) has adopted a Code of Conduct Policy (“Policy”) applicable to UNA Directors (“Directors”) and to all persons appointed by the Board to ~~boards, UNA~~ committees or task forces, ~~whether they are Directors of the Board or not~~ (“Appointees”). ~~For the purposes of this Policy, This Policy is also applicable to the term Appointees also includes any appointed UBC Members individuals appointed or designated by the University of British Columbia -or AMS Designated Student the Alma Mater Society who attend and participate in UNA Board or C~~committee meetings (“Representatives”). -

The purposes of the Policy are to ensure that:

- Business is conducted with integrity, in a fair, honest and open manner;
- Directors ~~and~~ Appointees ~~and~~ Representatives respect one another, the public and staff and recognize the unique role ~~and contribution~~ each ~~person~~ has in making the UNA a better place to work and live;
- The conduct of Directors ~~and~~ Appointees ~~and~~ Representatives in the performance of their duties and responsibilities with the UNA is above reproach;
- Decision making processes are accessible, participatory, understandable, timely and just;
- Directors and Appointees identify and address any real or perceived conflict of interest; and
- Directors ~~and~~ Appointees ~~and~~ Representatives respect and uphold confidentiality requirements.

~~This Policy defines standards and makes related provisions for the conduct of Directors and Appointees with a view to affirming the integrity of the Directors, Board and Appointees in discharging their applicable responsibilities to the UNA.~~ The Policy provides general guidance on the standards of conduct required ~~of Directors and Appointees~~, including guidelines on conflicts of interest, processes to raise concerns and breaches of the Policy, as well as an accompanying acknowledgement statement.

SCOPE

~~This policy applies to all Directors who serve on the UNA Board and Appointees to UNA boards, committees or task forces.~~ This Policy is applicable to all Directors of the UNA Board and includes provisions that are relevant to Appointees and Representatives~~any person appointed to UNA boards, committees or task forces, whether they are Directors or Appointees.~~ The bodies to which Directors, Appointees and Representatives can be appointed are referred to collectively as “**Committees**” throughout this Policy.

~~Because they are not Directors, Appointees do not have the same Duties as Directors; however, through their appointment to Committees and/or attendance and participation at Board meetings, Appointees represent the UNA, and the relevant sections of this policy are applicable to them.~~

POLICY STATEMENTS

Duties of Directors

The Board of the UNA, collectively, are entrusted with the management, administration and control of the property, revenue, business and affairs of the UNA.

Director duties are set out in the *Societies Act*, the UNA Bylaws and established by common law. ~~The Bylaws provide that Directors are either elected by UNA members or appointed from time to time by the Board.~~ Each Director, ~~regardless of how they became a Director~~ has a responsibility, ~~as a Director of the Board,~~ first and foremost to the best interests of the UNA and must function primarily as a Director of the Board and not as a representative of any particular constituency. Taken together, the fundamental duties of the Directors include the following:

Fiduciary Duty: Directors must act honestly and in good faith with a view to serving the best interests of the UNA. In placing the UNA’s interests ahead of their own personal interests, each Director is required to:

- ~~B~~be honest in their dealing with the UNA and others on behalf of the UNA;
- ~~disclose to the Board any personal interests that they holds that may conflict with the interests of the UNA~~ Act in accordance with the conflict of interest provisions contained within Section 56 of the Societies Act, UNA Bylaw 6.15 and 6.16 in accordance with as well as the requirements ~~set out in of~~ this Policy;
- ~~R~~emain impartial and loyal to the best interests of the UNA and not act as a delegate or representative of any interest, stakeholder, or group;
- ~~M~~aintain the confidentiality of information submitted to the Director in confidence, and in accordance with the requirements set out in this Policy and any applicable policies; and
- ~~R~~espect the Board and Board decisions, and avoid undermining any decision of the Board, regardless of whether the Director agrees with or voted for the decision.

Duty of Care: Directors must exercise the degree of care, skill, and diligence reasonably expected from a person having ~~his or her~~ their knowledge and experience.

Duty of Knowledge: Directors must be familiar with and generally knowledgeable about:

- ~~T~~he UNA's mandate, goals, objectives, and operations;
- ~~T~~he community, business and political environments within which the UNA operates;
- ~~T~~he relevant legislation applicable to the UNA and Directors; and
- ~~T~~he current governance policies and practices of the UNA.

Duty of Compliance: Directors must comply with all applicable laws and regulations and with policies applicable to Directors, ~~including this Policy.~~

Duty to Disclose: Directors must disclose information within their knowledge that is of significance to the UNA.

Expectations: In fulfilling their responsibilities and duties, Directors are expected to:

- ~~a~~Act in a manner consistent with the trust and confidence placed in the Board, as a responsible steward of UNA resources, ~~and that will bear the closest public scrutiny;~~
- ~~act in a manner consistent with the general spirit and intent of the Policy;~~
- ~~attend meetings of the Board and meetings of Board committees;~~
- ~~D~~evote the necessary time and attention required to prepare for ~~and attend~~ meetings of the Board and ~~applicable Board e~~Committees;
- ~~P~~articipate fully and frankly in the deliberations and discussions of the Board and ~~applicable Board e~~Committees;
- ~~A~~ct in a manner which is courteous of others, including to treat others with respect ~~and dignity;~~
- ~~A~~void any situations that impair or have the potential to impair the Director's independence or impartiality in performing the duties of a Director or otherwise to cause, or have the potential to cause, damage to the UNA or its reputation; ~~and,~~
- ~~—~~
- ~~A~~ct consistent with the Board's protocols on Board communications and public comment.

Duties that apply to Directors and Appointees

Confidentiality

~~In the course of their duties, Directors and Appointees will have access to confidential information relating to the UNA and may also learn of other confidential or non-public information relating to third parties.~~

~~Directors and Appointees are expected to maintain the confidentiality of all such confidential and non-public information and are required not to disclose or release any such confidential or non-public information unless authorized by the UNA or required by law to do so.~~

~~Proceedings in closed and restricted closed sessions of the UNA Board and Committees are confidential. Proceedings in strategy sessions, forums, workshops or other sessions the UNA may hold from time to time are also confidential, unless otherwise provided. Directors and Appointees must comply with any applicable policies that may restrict circulation and disclosure of materials prepared for the UNA, and Directors and Appointees must hold in confidence all views and opinions expressed by other Directors and Appointees or individuals in such sessions.~~

~~The duty to maintain information in confidence continues after the Directors and Appointees cease to be a Director or Appointee.~~

Conflict of Interest

~~Directors shall be aware of and act in accordance with Section 56 of the Societies Act and UNA Bylaw 6.15.~~

All Directors and Appointees shall be aware of and declare, in writing where necessary, any real or perceived conflicts of interest.

General. A Director or Appointee holds a position of trust *vis-à-vis* the UNA. As such, there is a general obligation ~~on the Director and Appointee~~ to avoid situations of real or potential conflicts of interest as well as even the appearance of a conflict of interest. ~~Directors and Appointees who find themselves in a conflict of interest must disclose the conflict and abstain from voting on the matter, leave the meeting when the matter is being discussed or voted on, and refrain from any action intended to influence the discussion or vote.~~

Definition of Conflict of Interest. A conflict of interest arises where the Director or Appointee's interests and those of the UNA might be in real, potential or perceived conflict. A conflict of interest puts into question the independence, impartiality and objectiveness that a Director or Appointee is obliged to exercise in the performance of ~~his or her~~their duties ~~as a Director of the Board or a Committee.~~

- A **“private interest”** means a direct or indirect economic interest or other personal benefit or advantage, and it may involve a financial or non-financial interest. The interest may be personal to the Director or Appointee themselves, or to the Director or Appointee's relatives (a spouse, parent, child, sibling or other family member whether connected by blood, marriage or adoption), or a business in which the Director or Appointee is involved.
- A Director or Appointee has a **“real conflict of interest”** when the Director or Appointee is performing a duty or function and in the performance of that duty or function has the opportunity to further their private interests.
- A Director or Appointee has a **“potential conflict of interest”** when there exists some private interest that could influence the performance or exercise of a Director or Appointee's duty or function.
- A Director or Appointee has a **“perceived conflict of interest”** when a reasonably well-informed person could perceive that a Director or Appointee's ability to perform a duty or function of the position was, or will be, affected by the Director or

Appointee's private interests and interfere with the Director or Appointee's judgment in making decisions in the UNA's best interest.

A conflict of interest does not exist simply where a Director or Appointee has or may have an interest in common with many other people or where the issue may concern a particular UNA neighbourhood, including one in which the Director or Appointee lives. In general, debating or discussing and voting on matters which have an effect on a broad group ~~by a Director or Appointee who is also a Director of that group~~ is not a conflict of interest. However, a conflict of interest due to representation of or relation to a specific constituency may occasionally arise. Conflict could reasonably be considered to exist for the following identified groups when considering these matters (*as illustrative examples only and in no way meant to be exhaustive*):

- ~~F~~or a Director or Appointee where a contract or matter before the Board involves only the specific strata development in which they resides and not other strata developments;
- ~~F~~or a Director or Appointee serving on the board of another organization and being in possession of information confidential to the UNA that is of importance to a matter being considered by the board of the other organization.

Responsibility to Disclose Conflict of Interest

It is the responsibility of a Director or Appointee to identify a conflict of interest to the Chair of the Board or Committee (with a copy to the Chief Administrative Officer (“**CAO**”)) in writing, in advance of a meeting if possible, in which the subject matter relating to the conflict will arise for ~~C~~onsideration or, where that is not practicable or possible, verbally at a Board or Committee meeting. In this Policy the word “Chair”, includes the Acting Chair and any Director or Appointee who is elected to Chair a meeting of a Board or Committee. “Consideration” may include discussion, debate and voting.

If the real or perceived conflict of interest arises at a Board or Committee meeting without notice then the Director or Appointee should forthwith advise the Chair of the conflict. ~~In this Policy the word “Chair”, includes the Acting Chair and any Director or Appointee who is elected to Chair a meeting of a Board or Committee. “Consideration” may include discussion, debate and voting.~~

Where a conflict of interest exists, Directors and Appointees are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must absent themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Director's or Appointee's exit from and return to the meeting shall be noted in the minutes.

~~Where a perceived conflict of interest exists, the Director or Appointee may note that a perception of conflict of interest might exist but need not declare a conflict and exit the meeting if in the Director's or Appointee's view there is no actual conflict of interest.~~

Where in the opinion of a Board or a Committee member, a Director or Appointee is in a real or perceived conflict of interest and has not so declared, the body may ask for a

review of the matter by the -CAO. The matter, if unresolved, may then be referred to Board for review and then, if still unresolved, to legal counsel.

A Director or Appointee who has or is deemed to have a conflict of interest shall be counted in the quorum for a meeting at which the Director or Appointee attends notwithstanding that the Director or Appointee is absented while any matter is discussed, debated or voted on in respect of which a conflict exists for that Director or Appointee.

Obligation to Account

~~This Policy does not replace or modify a Director's obligation under UNA Bylaw 6.16 to account to the UNA of any benefit made as a consequence of the UNA entering or performing any proposed contract or transaction, or to be relieved from such obligation to account, in those circumstances set forth in that UNA Bylaw 6.16.~~ **Advocacy**

Directors and Appointees shall represent the official policies or positions of the UNA, Board or Committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, Directors and Appointees shall explicitly state they do not represent Board, their Committee or the UNA, nor will they condone the inference that they do.

Policy Role of Directors and Appointees

~~Directors and Appointees shall respect and adhere to the structure of governance as established in the UNA. In this structure, the Board determines the policies of the UNA with the advice, information and analysis provided by the public, Committees, and UNA staff. Directors and Appointees, therefore, shall not interfere with the administrative functions of the UNA or with the professional duties of UNA staff, nor shall they impair the ability of staff to implement Board policy decisions.~~

Decisions Based on Merit

Directors and Appointees shall base their decisions on the merits and substance of the matter at hand.

Duties that apply to Directors and Appointees and Representatives

Confidentiality

In the course of their duties, Directors and Appointees and Representatives will have access to confidential information relating to the UNA and may also learn of other confidential or non-public information relating to third parties.

Directors, Appointees and Representatives Directors and Appointees are expected to maintain the confidentiality of all such confidential and non-public information and are required not to disclose or release any such confidential or non-public information unless authorized by the UNA or required by law to do so.

Proceedings in closed and restricted closed sessions of the UNA Board and Committees are confidential. Proceedings in strategy sessions, forums, workshops or other sessions the UNA may hold from time to time are also confidential, unless otherwise provided. Directors,

~~Appointees and Representatives Directors and Appointees must comply with any applicable policies that may restrict circulation and disclosure of materials prepared for the UNA, and Directors and Appointees must hold in confidence all views and opinions expressed by other Directors, Appointees and Representatives Directors and Appointees or individuals in such sessions.~~

~~The duty to maintain information in confidence continues after the Directors and Appointees individuals cease to be a Director or, Appointee or Representative.~~

Respectful Workplace Environment

~~Directors, Appointees and Representatives shall treat each other, the public, and UNA staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Directors, Appointees and Representatives shall be aware of and act in accordance with the UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03.~~

Respecting Governance Structure

~~Directors, Appointees and Representatives shall respect and adhere to the structure of governance as established in the UNA. In this structure, the Board determines the policies of the UNA with the advice, information and analysis provided by the public, Committees, and UNA staff. Directors, Appointees and Representatives, therefore, shall not interfere with the administrative functions of the UNA or with the professional duties of UNA staff, nor shall they impair the ability of staff to implement Board policy decisions.~~

Conduct of Directors and Appointees

~~The conduct of Directors and Appointees in the performance of their duties and responsibilities with the UNA shall be fair, open and honest. Directors and Appointees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of each other, UNA officers and employees, or the public.~~

Compliance with Processes

- ~~Directors, Appointees and Representatives Directors and Appointees~~ shall perform their duties in accordance with the policies, procedures and rules of order established by the UNA Board which govern the deliberation of ~~public policy~~ issues, meaningful involvement of the public, and implementation of policy decisions of the Board by UNA staff.
- ~~Directors, Appointees and Representatives Directors and Appointees~~ shall be aware of the mandate of their respective Committees and act in accordance ~~with it~~.

Conduct of Public Meetings

~~Directors and Appointees shall prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the meeting, or otherwise disturb a meeting.~~

Decisions Based on Merit

~~Directors and Appointees shall base their decisions on the merits and substance of the matter at hand.~~

Gifts and Favours

- ~~Directors, Appointees and Representatives~~ Directors and Appointees shall not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the UNA, except as follows:
 - ~~w~~Where such a gift or favour is authorized by law;
 - ~~where such contributions are lawful campaign contributions;~~ or
 - Where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Director ~~or~~ Appointee or Representative.
- ~~Directors, Appointees and Representatives~~ Directors and Appointees may participate in UNA programs open to the public and may purchase UNA property or goods offered for public sale.

Communication

~~Directors and Appointees shall publicly share substantive information that is relevant to a matter under consideration by the Board or a Committee that they may have received from sources outside of the public decision-making process.~~

Use of Public Resources

~~Directors, Appointees and Representatives~~ Directors and Appointees shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

Advocacy

~~Directors and Appointees shall represent the official policies or positions of the UNA, Board or Committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, Directors and Appointees shall explicitly state they do not represent Board, their committee or the UNA, nor will they condone the inference that they do.~~

Policy Role of Directors and Appointees

~~Directors and Appointees shall respect and adhere to the structure of governance as established in the UNA. In this structure, the Board determines the policies of the UNA with the advice, information and analysis provided by the public, Committees, and UNA staff. Directors and Appointees, therefore, shall not interfere with the administrative functions of the UNA or~~

~~with the professional duties of UNA staff, nor shall they impair the ability of staff to implement Board policy decisions.~~

~~Respectful Workplace Environment~~

~~Directors and Appointees shall treat each other, the public, and UNA staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Directors and Appointees shall be aware of and act in accordance with the Discrimination, Harassment and Bullying in the Workplace Policy.~~

Compliance and Enforcement

~~The UNA is~~ Policy is intended to be self-enforcing. The ~~UNA~~ Policy expresses standards of conduct expected, ~~and for Directors and Appointees of the UNA Board and Committees. Directors, Appointees and Representatives Directors and Appointees~~ themselves have the primary responsibility to assure that these standards are understood and met, ~~and that the public can continue to have full confidence in the integrity of the governance of the UNA.~~

Where the circumstances warrant, the Board may impose sanctions on ~~Directors and Appointees Directors and Appointees~~ whose conduct does not comply with this Policy. ~~The Board may impose a motion of censure on a Director and may rescind the appointment of an Appointee to a Committee if they are found to have breached the Policy.~~

To ensure procedural and administrative fairness, a ~~Director or Appointee Director or Appointee~~ who is accused of violating any provision of the Policy shall have a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare their ~~case before the Board response to respond as to these the~~ allegations. Before considering a sanction, the Board must ensure that a Director ~~or or~~ Appointee ~~has~~:

- ~~a) r~~Received a written copy of the ~~case complaint~~ against them;
- ~~b) A~~a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
- ~~c) A~~a fair opportunity to be heard.

~~Any conduct by Representatives that contradicts this Policy will be raised with both the Representative, and the organization that appointed or designated them to attend and participate in UNA Board or Committee meetings.~~

Implementation of the Policy

~~Directors, Appointees and Representatives Directors and Appointees~~ should view the Policy as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when ~~Directors and Appointees individuals~~ are thoroughly familiar with the Policy

and embrace its provisions. For this reason, the Policy will be provided to candidates for Board ~~and~~ applicants to Committees and appointed Representatives.

Directors, Appointees and Representatives ~~Directors and Appointees~~ will be requested to sign the statement, attached as Appendix A, affirming they have read and understood the Policy. In addition, the Governance and Human Resources Committee (“**GHR Committee**”) shall review the Policy periodically, and the Board shall consider recommendations from GHR Committee and update the Policy as necessary.

Violation Not Cause to Challenge a Decision

A violation of this Policy shall not be considered a basis for challenging the validity of a Board or Committee decision.

Related Documents and Legislation

- UNA Discrimination, Harassment and Bullying in the Workplace Policy #02-03
- UNA Board Rules of Procedure
- UNA Bylaws
- Societies Act, S.B.C. 2015, c. 18



APPENDIX A

MEMBER STATEMENT

Board of the UNA ~~and~~ Appointees and Representatives to Boards, Committees and Task Forces

As a Director on the UNA Board ~~or~~ an Appointee or a Representative, I acknowledge and agree that:

- 1) I have received a copy of the Policy.
- 2) I will conscientiously and in good faith observe the provisions of the Policy.
- 3) A breach of the Policy may result in the Board imposing sanctions on ~~Directors and Appointees~~ individuals whose conduct does not comply with this Policy.

Signature: _____

Date: _____

Name (please print):

Office/Committee:



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION



Date: May 7, 2022
From: Director Holmes
Re: Revised Board Rules of Procedure

Recommendation

That the Board replace the revised Board Rules of Procedure approved at its April 19, 2022 meeting with the revised Board Rules of Procedure included with this report.

Background

The Board Rules of Procedure (the **Rules**) were developed by a Working Group established by the Board and were approved at the Board's January 19, 2021 meeting. I was the drafter of the Rules. My starting point was the Board Procedures Policy that was approved in principle at the Board's February 13, 2018 meeting.

Experience with the Rules has shown that a few aspects need to be revised. At the March 15, 2022 meeting, the Board directed the Governance and Human Resources Committee to review and recommend amendments to specified parts of the Rules. The Committee presented revised Rules to the Board at its April 19, 2022 meeting for discussion and consideration of adoption.

During the discussion, I pointed out that there were issues with the drafting of the revisions (I was not involved with the preparation of the revised Rules). Accordingly, the Board approved the revised Rules with the acknowledgement that non-substantive drafting changes would be made.

Replacement Version of Revised Rules

Attached to this report is a new version of the revised Rules. Given the nature of the drafting issues with the version approved by the Board, I did not attempt to fix up that version but rather started with the original Rules.

While the new version is, for the most part, substantively the same as the Board-approved version, there are a few minor differences. I'll describe two:

- The Board-approved version states that a director must give notice of their intention to participate electronically in a Partially Electronic Meeting at any time up to the "publication of the agenda". There are a couple of problems with this. One is that the director could give notice one minute before publication, which would be impractical. I have inserted a 24-hour requirement. The second problem is that no agenda will be *published* if there is no open session. I have based the deadline on when agendas are sent to the directors.
- Section 5.2 of the Board-approved version provides that, in the case of a Partially Electronic Meeting, the Board is to choose as chair a director who attends the meeting in person. This conflicts with UNA Bylaw 7.6, which requires that the UNA Chair be the chair of any meeting at which he or she is present. The UNA Chair would be considered



present even if participating electronically. The new version requires to directors to choose a chair who is present in person only when the UNA Chair is absent.

In the original version of the Rules, the provisions regarding electronic meetings and electronic participation in in-person meetings were not fully integrated with the rest of the Rules. That has been fixed.

Attachments

1. Revised UNA Board Rules of Procedure (clean)
2. Revised UNA Board Rules of Procedure (blacklined to show changes from the original Rules)



BOARD RULES OF PROCEDURE

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PART 1 – INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors.

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time.

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position.

“Chair” means the Chair of the Board.

“Director” means a UNA director.

“Fully Electronic Meeting” means a meeting of the Board in which persons are entitled to participate solely by telephone or other communications medium.

“In-Person Meeting” means a meeting of the Board in which persons are entitled to participate solely in person.

“Partially Electronic Meeting” means a meeting of the Board in which persons are entitled to participate in person or by telephone or other communications medium.

“Point of Order” means a point or query concerning procedure.

“Presiding Director” has the meaning given in section 5.1.

“Rules” means these rules of procedure.

“Societies Act” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act.

“UBC” means The University of British Columbia.

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.

- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert's Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Format

- 2.1 Board meetings are to be In-Person Meetings except when the Chair or CAO has made a determination under section 2.2 or 2.3.
- 2.2 The Chair may determine that a Board meeting is to be a Partially Electronic Meeting or a Fully Electronic Meeting.
- 2.3 The CAO may determine that an initial meeting of the Board is to be a Partially Electronic Meeting or a Fully Electronic Meeting.

Location

- 2.4 In-Person Meetings and Partially Electronic Meetings are to take place on the UBC Vancouver campus.

Inaugural meeting

- 2.5 The CAO must convene an initial meeting of the Board within one month after an election of Directors.
- 2.6 The CAO is to preside over the initial meeting until a Chair is elected.
- 2.7 At the initial meeting, the Board must elect a Chair in accordance with the following:
 - (a) The call for nominations for the office of Chair is to be conducted by the CAO.
 - (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
 - (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
 - (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
 - (e) If more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

- 2.8 The Chair must determine the dates and times of the regular Board meetings, which meetings must be held at least 6 times in a calendar year. The Chair must also determine the location of regular Board meetings, on the assumption that the meetings will be In-Person Meetings. [Bylaw 7.1]
- 2.9 No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.
- 2.10 A regular Board meeting may
 - (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
 - (b) be moved to a different day, time, or location by the Chair, but only if 5 days' notice of the change is provided to the Board.
- 2.11 If a regular Board meeting is cancelled or there is a change to the date, time, or location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

- 2.12 A special Board meeting must be called by the CAO at the request of any two Directors.
- 2.13 To call a special Board meeting, the CAO must give notice of
- (a) the date and time of the meeting,
 - (b) the format of the meeting (an In-Person Meeting, a Partially Electronic Meeting, or a Fully Electronic Meeting), and
 - (c) if the meeting is an In-Person Meeting or a Partially Electronic Meeting, the location of the meeting.
- 2.14 Unless waived by all Directors, the CAO must give the notice of a special Board meeting at least 48 hours before the meeting is to take place.
- 2.15 The CAO must give the notice of a special Board meeting by
- (a) sending a copy of the notice to each Director by email, and
 - (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

- 2.16 Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.
- 2.17 The open session of a Board meeting must be open to the public.
- 2.18 The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.
- 2.19 The restricted closed session of a Board meeting may be attended only by the Directors and individuals invited by the Board.
- 2.20 The Board must hold at least 6 meetings in a calendar year that have an open session.
- 2.21 A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:
- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;
 - (b) employee relations and other human resources matters;
 - (c) a matter which the UNA is required by contract or law to keep confidential;
 - (d) litigation or potential litigation affecting the UNA;

- (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
- (g) the appointment of an individual to fill a vacancy on the Board;
- (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
- (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
- (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
- (k) the addition of a matter to the agenda for the session; and
- (l) consideration of whether particular individuals should be permitted to attend the session.

2.22 In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

2.23 If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state

- (a) the fact that the open session will be followed by a closed or restricted closed session, and
- (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.

2.24 If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

2.25 Except as otherwise authorized by the Board,

- (a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and
- (b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public.

PART 3 – ELECTRONIC MEETINGS

Partially Electronic Meeting

- 3.1 If a Board meeting is a Partially Electronic Meeting,
- (a) the meeting notice is to provide information regarding the communications medium; and
 - (b) all persons attending the meeting (other than the public) must be able to fully participate in it, whether in person or by the communications medium.
- 3.2 If a Board meeting is a Partially Electronic Meeting, a Director may participate using the communications medium only if the Director
- (a) is unable to attend the meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person, and
 - (b) at least 24 hours before the agendas for the meeting are sent to Directors, the Director gives the CAO notice that the Director intends to participate using the communications medium.
- 3.3 At least 24 hours before the commencement of a Partially Electronic Meeting, the CAO must provide persons who intend to participate using the communications medium with instructions on how to connect to and participate in the meeting.

Fully Electronic Meeting

- 3.4 If a Board meeting is a Fully Electronic Meeting,
- (a) the meeting notice is to provide information regarding the communications medium;
 - (b) all persons attending the meeting (other than the public) must be able to fully participate in it by the communications medium;
 - (c) if the meeting includes an open session, the public must be able to hear all participants.
- 3.5 If a Board meeting is a Fully Electronic Meeting, at least 24 hours before the meeting,
- (a) the CAO must provide participants with instructions on how to connect to and participate in the meeting; and
 - (b) if the meeting includes an open session, the CAO must post on the UNA website information on how the public may hear, or watch and hear, the session.

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

- 4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.
- 4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:
 - (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
 - (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
 - (c) At least 5 days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.
- 4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of 5 days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.
- 4.4 Prior to each Board meeting that includes a restricted closed session,
 - (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
 - (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

- 4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:
 - (a) Approval of agenda
 - (b) Approval of minutes
 - (c) Delegations
 - (d) External reports and presentations
 - (e) Reports¹

¹ “Reports” are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

- (f) Unfinished business²
- (g) New business³
- (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

- 4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.
- 4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

New Directors

4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

² “Unfinished business” consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

There will usually not be any unfinished business.

³ “New business” is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 If the Chair is absent from a Partially Electronic Meeting, the Directors are to choose a Director who is present in person to chair the meeting.

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
 - (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
 - (a) to adjourn;

- (b) to recess;
- (c) to call the vote;
- (d) to postpone;
- (e) to refer;
- (f) to amend;
- (g) to postpone indefinitely.

6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
- (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.
- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.

6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

6.14 A motion to amend must not be made with respect to a motion that is non-amendable.

6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.

6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable, and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.

6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.

6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).

6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.

6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.

6.23 If any Director objects to the request to withdraw,

- (a) the Presiding Director must put the request to a vote;
- (b) no debate is allowed; and
- (c) to succeed, the request requires a majority vote.

Division of motion

6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.
- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
 - (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.
- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.

- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than 5 minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
- (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the *Societies Act* (or in any provision that replaces that section) are applicable.

Participation of individuals other than Directors

- 8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.
- 8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

- 9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:
 - (a) interrupt the matter currently under consideration;
 - (b) ask the Director to state the substance of and the basis for the Point of Order; and
 - (c) decide the matter and state the reasons for the decision.
- 9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case
 - (a) the Director is permitted to state the basis for the appeal;
 - (b) the Presiding Director may make a response;
 - (c) the Presiding Director must then ask whether his or her decision is to be sustained;
 - (d) the question is to be voted on without debate; and
 - (e) the Presiding Director’s decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

- 10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.
- 10.2 Votes are to be cast by the raising of hands. [*Bylaw 7.7*]
- 10.3 When there is a vote on a motion, no Director may leave the meeting, other than a Director who has declared a conflict of interest.
- 10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [*Bylaw 7.7*]
- 10.5 In the event of an equality of votes, the Presiding Director has a second vote. [*Bylaw 7.7*]
- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA's affairs.
- 11.2 A Director's inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a "Delegation") may, if permitted by this Part, make a presentation to the Board.
- 12.2 A Delegation wishing to make a presentation at a Board meeting must make a written request setting out the topic of the presentation and must submit the request to the CAO at least 7 days before the meeting.
- 12.3 When a Delegation has made a presentation to the Board on a topic, neither the Delegation nor any individual who was a member of the Delegation may, within 6 months after the presentation, make a further presentation on the topic.
- 12.4 The Board may permit a Delegation to make a presentation notwithstanding that the Delegation has failed to comply with section 12.2 or the presentation fails to comply with section 12.3.
- 12.5 Delegations are to be heard in the order in which the CAO receives their requests, unless the Board decides otherwise.
- 12.6 The Board will hear from a maximum of 3 Delegations at a meeting.
- 12.7 A Delegation's presentation is limited to 5 minutes.
- 12.8 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of 5 minutes.
- 12.9 Any time limit in this Part may be extended with the Board's consent.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
- (a) the type of session;
 - (b) the date of the meeting;
 - (c) if the meeting was not a Fully Electronic Meeting, the location of the meeting;
 - (d) if the meeting was a Fully Electronic Meeting, the communications medium used to conduct the meeting;
 - (e) the times at which the session began and adjourned;
 - (f) the names of Directors, staff, and invited attendees who attended the session;
 - (g) the name of the Presiding Director;
 - (h) a record of decisions made on all main motions; and
 - (i) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.
- 13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

- 13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.
- 13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.
- 13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.
- 13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

- 13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.
- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.



Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.
- 15.8 In the event of an equality of votes on a motion at a committee meeting,
- (a) the chair of the committee does not have a second vote; and
 - (b) the motion fails.

Minutes of meetings

- 15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

- 15.10 Directors who are not members of a committee
- (a) may attend meetings of the committee,
 - (b) may participate in discussion only with the approval of a majority of the committee members present, and
 - (c) have no vote.

Priority of committee terms of reference

- 15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.



BOARD RULES OF PROCEDURE

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PART 1 – INTRODUCTION

Definitions

1.1 In these rules of procedure:

“Board” means the UNA Board of Directors.﷥

“Bylaws” means the bylaws of the UNA as amended or replaced from time to time.﷥

“CAO” means the Chief Administrative Officer of the UNA except that, at any time there is no CAO, “CAO” means the individual or individuals fulfilling the responsibilities of the CAO position.﷥

“Chair” means the Chair of the Board.﷥

“Director” means a UNA director.﷥

“Fully Electronic Meeting” means a meeting of the Board in which persons are entitled to participate solely by telephone or other communications medium.

“In-Person Meeting” means a meeting of the Board in which persons are entitled to participate solely in person.

“Partially Electronic Meeting” means a meeting of the Board in which persons are entitled to participate in person or by telephone or other communications medium.

“Point of Order” means a point or query concerning procedure.﷥

“Presiding Director” has the meaning given in section 5.1.﷥

“Rules” means these rules of procedure.﷥

“Societies Act” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any legislation that replaces that Act.﷥

“UBC” means The University of British Columbia.﷥

“UNA” means the University Neighbourhoods Association.

References to bylaws and to sections and parts

1.2 A reference to a Bylaw followed by a number is to that numbered provision in the Bylaws.

- 1.3 A reference in square brackets to a numbered Bylaw is to a provision in the Bylaws that requires, in whole or in part, the section of the Rules in which the reference is included.
- 1.4 Except as otherwise stated, a reference to a section or Part is to that section or Part of the Rules.

Applicable rules of procedure for Board meetings

- 1.5 Proceedings of all meetings of the Board are governed by the Rules and, to the extent not inconsistent with the Rules, by the most recent edition of Robert’s Rules of Order, with such modifications as are necessary in the circumstances.
- 1.6 If any rule is inconsistent with the requirements of the *Societies Act*, the requirements of that Act prevail.

Delegation by CAO

- 1.7 The CAO may delegate to other UNA employees any of the responsibilities and functions assigned to him or her by the Rules.

Substitute for Chair

- 1.8 If at any time the Chair is absent or unable to act or the office of Chair is vacant, the powers of the Chair are to be exercised, and the duties carried out, by the Director appointed by the Board for this purpose.

PART 2 – BOARD MEETINGS

Format

- 2.1 Board meeting are to be In-Person Meetings except when the Chair or CAO has made a determination under section 2.2 or 2.3.
- 2.2 The Chair may determine that a Board meeting is to be a Partially Electronic Meeting or a Fully Electronic Meeting.
- 2.3 The CAO may determine that an initial meeting of the Board is to be a Partially Electronic Meeting or a Fully Electronic Meeting.

Location

- 2.1.2.4 In-Person Meetings and Partially Electronic Board m Meetings are to take place on the UBC Vancouver campus.



BOARD RULES OF PROCEDURE

Inaugural meeting

2.22.5The CAO must convene an initial meeting of the Board within one month after an election of Directors.

2.6 ~~The CAO is to preside over the initial meeting until a Chair is elected.~~

2.32.7At the initial meeting, the Board must elect a Chair in accordance with the following:

- (a) The call for nominations for the office of Chair is to be conducted by the CAO.
- (b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.
- (c) If more than one candidate is nominated, voting is to be conducted by secret ballot.
- (d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.
- (e) ~~In the event that~~if more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.

Regular meetings

2.42.8The Chair must determine the dates ~~and~~, times, ~~and places~~ of the regular Board meetings, which meetings must be held at least 6 times in a calendar year. The Chair must also determine the location of regular Board meetings, on the assumption that the meetings will be In-Person Meetings. [Bylaw 7.1]

2.52.9No later than the beginning of a calendar year, the CAO must prepare, in consultation with the Chair, a schedule of the dates, times, and locations of the regular Board meetings for the year and must post the schedule of regular Board meetings on the UNA's website.

2.62.10 A regular Board meeting may

- (a) be cancelled by the Board, except that two consecutive regular Board meetings may not be cancelled; or
- (b) ~~be~~ moved to a different day, time, or ~~place~~-location by the Chair, but only if 5 days' notice of the change is provided to the Board.

2.72.11 If a regular Board meeting is cancelled or there is a change to the date, time, or ~~place~~-location of the meeting, the CAO must, as soon as reasonably possible, post a notice of the cancellation or change on the UNA's website.

Special meetings

2.82.12 A special Board meeting must be called by the CAO at the request of any two Directors.

2.13 ~~To call a special Board meeting, Except where notice of a special meeting is waived by all Directors, the CAO must give notice of the date, time, and place of the special meeting at least 48 hours before the time of the meeting give notice of~~

- (a) the date and time of the meeting,
- (b) the format of the meeting (an In-Person Meeting, a Partially Electronic Meeting, or a Fully Electronic Meeting), and
- (c) if the meeting is an In-Person Meeting or a Partially Electronic Meeting, the location of the meeting.

2.14 ~~Unless waived by all Directors, the CAO must give the notice of a special Board meeting at least 48 hours before the meeting is to take place.~~

2.92.15 ~~The CAO must give the notice of a special Board meeting~~ by

- (a) sending a copy of the notice to each Director ~~via~~ by email, and
- (b) posting a copy of the notice on the UNA website.

Open, closed, and restricted closed sessions

2.102.16 _____ Each Board meeting consists of one or more of an open session, a closed session, and a restricted closed session.

2.112.17 _____ The open session of a Board meeting must be open to the public.

2.122.18 _____ The closed session of a Board meeting may be attended only by the Directors, the CAO, UNA employees invited by the CAO or the Board, and other individuals invited by the Board.

2.132.19 _____ The restricted closed session of a Board meeting may ~~only~~ be attended only by the Directors and individuals invited by the Board.

2.142.20 _____ The Board must hold at least 6 meetings in a calendar year that have an open session.

2.152.21 _____ A matter may be considered at a closed session or a restricted closed session of a Board meeting only if the matter is, or relates to, one or more of the following:

- (a) discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests;
- (b) employee relations and other human resources matters;
- (c) a matter which the UNA is required by contract or law to keep confidential;

- (d) litigation or potential litigation affecting the UNA;
- (e) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (f) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the UNA or another position appointed by the Board;
- (g) the appointment of an individual to fill a vacancy on the Board;
- (h) the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body;
- (i) the approval of minutes for a closed session or restricted closed session of a Board meeting;
- (j) consideration of whether a matter on the agenda for the session is eligible to be considered in the session;
- (k) the addition of a matter to the agenda for the session; and
- (l) consideration of whether particular individuals should be permitted to attend the session.

[2.162.22](#) In the preparation of the agendas for a Board meeting, the Chair is to determine which matters are to be included on the agenda for the closed session and which matters are to be included on the agenda for the restricted closed session. The Chair's determination is subject to being overturned during the closed session or restricted closed session.

[2.172.23](#) If a Board meeting includes an open session and also a closed or restricted closed session, the agenda for the open session is to state

- (a) the fact that the open session will be followed by a closed or restricted closed session, and
- (b) the basis or bases permitting the consideration of matters in the closed or restricted closed session.

[2.182.24](#) If a Board meeting does not include an open session, the CAO must give notice to the public on the UNA website of the basis or bases permitting the consideration of matters in the meeting.

Confidentiality

[2.192.25](#) Except as otherwise authorized by the Board,

- (a) discussion and decisions made at a closed session or a restricted closed session of a Board meeting must be kept in confidence; and

- (b) information considered during a closed session or a restricted closed session of a Board meeting must be kept in confidence, until the information is discussed in an open session of a Board meeting or is released to the public.

PART 3 – ~~ELECTRONIC PARTICIPATION AND~~ ELECTRONIC MEETINGS

Partially Electronic Participation Meeting

3.1 If a Board meeting is a Partially Electronic Meeting,

- (a) the meeting notice is to provide information regarding the communications medium; and
- (b) all persons attending the meeting (other than the public) must be able to fully participate in it, whether in person or by the communications medium.

3.2 If a Board meeting is a Partially Electronic Meeting, a Director may participate using the communications medium only if the Director

- (a) who is unable to attend the Board meeting in person because of illness, absence from Metro Vancouver, or other circumstances that prevent the Director from attending in person, and may participate in the meeting by electronic facilities if

(a)(b) at least 24 hours before the agendas for the meeting are sent to Directors, the Director gives the CAO notice that the Director intends to participate using the communications medium.

(b) the facilities enable all meeting participants to hear each other; and

(c) if there is an open session, the facilities enable the public in attendance at the session to hear the Director.

3.1 A Director who intends to participate in a Board meeting electronically must give the CAO notice of this intention at least 24 hours prior to the time of the meeting.

3.2.3 Subject to section 3.4, as soon as reasonably possible after receiving notice from a Director, the CAO must provide persons who intend to participate using the communications medium the Director with instructions on how to connect to and participate in the meeting.

3.3 If more than two Directors intend to participate in a Board meeting electronically, only the first two Directors who notify the CAO of their intention may so participate.

Fully Electronic Meeting

~~3.4 — A Board meeting may be conducted by electronic facilities if~~

- ~~(a) the circumstances are such that, in the view of the Chair, it would be impractical or impossible for an in-person meeting to be held or, in the case of a special Board meeting, either
 - ~~(i) the meeting is called with less than 72 hours' notice, or~~
 - ~~(ii) at least three Directors will not be able to attend in person;~~~~
- ~~(b) the facilities enable all meeting participants to hear, or watch and hear, each other; and~~
- ~~(c) if there is an open session, the facilities enable the public to hear, or watch and hear, the session.~~

~~3.4 If a Board meeting is a Fully Electronic Meeting,~~

- ~~(a) the meeting notice is to provide information regarding the communications medium;~~
- ~~(b) all persons attending the meeting (other than the public) must be able to fully participate in it by the communications medium;~~
- ~~(c) if the meeting includes an open session, the public must be able to hear all participants.~~

~~3.5 If a Board meeting is a Fully Electronic Board Meeting, at least 24 hours before the meeting, that includes an open session~~

- ~~(a) the CAO must provide participants with instructions on how to connect to and participate in the meeting; and~~
- ~~(d)(b) is to be conducted by electronic facilities, if the meeting includes an open session, the CAO must post on the UNA website information on how the public may hear, or watch and hear, the session must be posted on the UNA website.~~

~~3.5 — The notice of a special Board meeting to be conducted by electronic facilities must, if the meeting includes an open session, provide information on how the public may hear, or watch and hear, the session, or how the public may obtain this information.~~

PART 4 – AGENDAS AND ORDER OF BUSINESS

Preparation and availability of agendas

4.1 Separate agendas are to be prepared for the open session, closed session, and restricted closed session of a Board meeting.

- 4.2 The agendas for the open and closed sessions of a regular Board meeting are to be prepared and made available as follows:
- (a) The CAO, in consultation with the Chair, must prepare agendas for the open and closed sessions, setting out all items for consideration at the sessions.
 - (b) The agendas are to include items proposed by Directors at least 10 days before the meeting.
 - (c) At least 5 days before the meeting, the CAO must provide the agendas to the Directors and make the agenda for the open session available to the public.
- 4.3 Section 4.2 applies with respect to the agendas for the open and closed sessions of a special Board meeting, except that the time by which the agendas are to be provided to Directors and made available to the public is the lesser of 5 days before the meeting and such time as is reasonably practicable having regard to when the decision to hold the meeting is made.
- 4.4 Prior to each Board meeting that includes a restricted closed session,
- (a) the Director appointed by the Board for this purpose must prepare an agenda for the session; and
 - (b) that Director must provide the agenda to Directors at least two days before the meeting.

Agenda for open session of a meeting

- 4.5 The agenda for the open session of a Board meeting is to contain the following headings in the order in which they are listed:
- (a) Approval of agenda
 - (b) Approval of minutes
 - (c) Delegations
 - (d) External reports and presentations
 - (e) Reports¹
 - (f) Unfinished business²

¹ “Reports” are UNA reports, such as reports from committees, working groups, Directors, and staff. These may just provide information or may include recommendations for action.

² “Unfinished business” consists of

- the item (if any) that was actually in the process of being considered when the last meeting adjourned;
- items that were on the agenda for the last meeting but were not reached before the adjournment of the meeting; and
- items from a prior meeting that, by motion, were postponed.

- (g) New business³
- (h) Adjournment

Agendas for closed and restricted closed sessions of a meeting

- 4.6 The agendas for the closed and restricted closed sessions of a Board meeting are to contain such of the headings listed in section 4.5 as are applicable.

Addition of agenda items by Directors

- 4.7 At the time the adoption of an agenda is being considered, a Director may propose to place an additional item on the agenda. The item is to be added to the agenda only if approved by the Board.
- 4.8 After an agenda has been adopted, a Director may propose to place an item of an urgent nature on the agenda. The item is to be added to the agenda only if the proposal is approved by the Board.

Order of business

- 4.9 Business at a session of a Board meeting is to be taken up in the order in which it is listed on the agenda for that session, unless an alternative order is approved by the Board.

New Directors

- 4.10 For the purposes of this Part, a Director includes, in relation to a Board meeting, any person whose term of office as a UNA director will commence at the beginning of the meeting.

PART 5 – MEETING CHAIR AND QUORUM

Meeting chair

- 5.1 The chair of a Board meeting (the “Presiding Director”) is to be determined in accordance with Bylaw 7.6.
- 5.2 If the Chair is absent from a Partially Electronic Meeting, the Directors are to choose a Director who is present in person to chair the meeting.~~For the purposes of determining the chair of a~~

There will usually not be any unfinished business.

³ “New business” is any item for discussion or decision that does not belong under reports or unfinished business. It includes items that were previously considered by the Board, unless the item has been referred to a committee or working group.

~~Board meeting that is not conducted electronically, a Director who participates electronically in the meeting is deemed not to be present.~~

Quorum

- 5.3 The quorum for a Board meeting is a majority of the Directors at the time of the meeting. [Bylaw 7.5]
- 5.4 The Board must not conduct business at any time at which a quorum is not present.

Adjourning meeting if no quorum

- 5.5 If there is no quorum present within 15 minutes after the scheduled time for a Board meeting or such longer time as the majority of the Directors present agree,
- (a) the CAO must record the names of the Directors present; and
 - (b) the meeting stands adjourned.

PART 6 – MOTIONS

Making motions

- 6.1 Except as otherwise provided in the Rules, a motion must be made and seconded before being debated or finally put to a vote by the Presiding Director. It is not necessary that the Presiding Director restate the motion.
- 6.2 A Director may make a motion only if the Director is recognized by the Presiding Director.

Motions belong to Board

- 6.3 When a motion has been made and seconded, it is in possession of the Board.

Permissible motions

- 6.4 Only the following motions may be made when the Board is considering a main motion (i.e., the motion that initiates formal Board consideration of a matter):
- (a) to adjourn;
 - (b) to recess;
 - (c) to call the vote;
 - (d) to postpone;
 - (e) to refer;

- (f) to amend;
- (g) to postpone indefinitely.

6.5 The order of precedence of the motions listed in section 6.4 is from top (highest) to bottom (lowest). Except for a motion to amend a pending motion, a motion is in order if any motion below it is pending and is out of order if any motion above it is pending. A motion to amend a pending motion may be made to any motion that is amendable.

Motion to call the vote

- 6.6 A motion to call the vote is a motion to end debate and vote immediately on the pending motion.
- 6.7 A motion to call the vote is not debatable and requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed.

Motion to postpone

- 6.8 A motion to postpone a pending main motion must specify when the main motion is to be taken up again, which may be
 - (a) during the same Board meeting, in which case the motion must specify when in the order of business, or after which circumstances, the main motion is to be considered further; or
 - (b) in a future Board meeting, in which case the motion must specify which Board meeting or the conditions that must be fulfilled in order for the main motion to be considered further.
- 6.9 A motion to postpone is debatable, but only as to the merits of postponement.

Motion to refer

- 6.10 A motion to refer can be made only with respect to a main motion as amended by any amendments approved before the motion to refer.
- 6.11 A motion to refer can be made with respect to a matter on the agenda for the meeting before the making of a main motion with respect to the matter.
- 6.12 A motion to refer a matter may be to a committee, working group, or any individual or group of individuals and is to specify when a report is to be made to the Board.
- 6.13 Debate on a motion to refer must be limited to the merits of the referral.

Motion to amend

- 6.14 A motion to amend must not be made with respect to a motion that is non-amendable.

- 6.15 A motion to amend may take the form of the deletion, addition, or substitution of words. It must be germane to the motion proposed to be amended and may not change the motion into another type of motion or negate the intent of the motion.
- 6.16 A secondary amendment may be moved to a primary amendment. The secondary amendment is not amendable, and no further amendments may be moved to the primary amendment until the secondary amendment is disposed of.
- 6.17 A primary amendment must be debated and voted on before the motion that is proposed to be amended.
- 6.18 A secondary amendment must be debated and voted on before the pending primary amendment.

Motion to postpone indefinitely

- 6.19 A motion to postpone indefinitely is a motion not to make a decision on the pending main motion (i.e., to kill the main motion).
- 6.20 Debate on a motion to postpone indefinitely may go into the merits of the pending main motion.

Withdrawal of motion

- 6.21 The Director who made a motion may request at any time while the motion is pending that the motion be withdrawn.
- 6.22 A motion is withdrawn if all Directors present at the meeting consent to the request to withdraw.
- 6.23 If any Director objects to the request to withdraw,
- (a) the Presiding Director must put the request to a vote;
 - (b) no debate is allowed; and
 - (c) to succeed, the request requires a majority vote.

Division of motion

- 6.24 If requested by a Director, where a motion comprises separate parts that can stand alone as separate motions, there is to be a separate vote on each part.

PART 7 – RECONSIDERATION, RESCISSION, OR AMENDMENT OF A MOTION

Reconsideration

- 7.1 A Director who voted with the majority for or against a motion (the “original motion”) may make a motion to reconsider the original motion, either at the same open, closed, or restricted closed session of the meeting at which the original motion was voted on or at the next such session.
- 7.2 When a motion to reconsider an original motion is made, the original motion may not be discussed before approval of the motion to reconsider.
- 7.3 A motion may not be reconsidered if it has been acted upon irreversibly.

Rescission or Amendment

- 7.4 After the Board has approved a motion (the “approved motion”), a Director may make a motion to rescind or amend the approved motion, either at the same open, closed, or restricted closed session of the meeting at which the approved motion was approved or at the next such session.
- 7.5 A motion to rescind or amend an approved motion requires at least two-thirds of the votes cast to be in favour of the motion in order to succeed if
 - (a) the motion to rescind or amend is not made at the same meeting at which the approved motion was approved, and
 - (b) advance notice of the intent to make the motion was not given in the agenda for the session of the meeting at which the motion is made.
- 7.6 An approved motion may not be rescinded or amended if it has been acted upon irreversibly.

PART 8 – DEBATE AND CONDUCT

Discussion prior to motion

- 8.1 A matter may be discussed prior to the making of a motion regarding the matter.

Debate

- 8.2 A Director may speak to a matter only if recognized by the Presiding Director.
- 8.3 The Presiding Director may speak to any matter.
- 8.4 Subject to sections 8.5 and 8.6, if more than one Director wishes to speak, the Presiding Director is to determine the order in accordance with the order in which each Director indicated an intention to speak.

- 8.5 The Director who moves a motion may speak first to the motion.
- 8.6 Each Director must be given an opportunity to speak before a Director is given a further opportunity to speak.
- 8.7 A Director must not speak at one time for more than 5 minutes, unless the Board gives permission for the Director to speak longer.
- 8.8 A Director may require the motion being debated to be read at any time during the debate, but not so as to interrupt another Director who is speaking.

Motion to postpone or refer

- 8.9 If a motion to postpone or refer a main motion is made while there remain Directors who have indicated an intention to speak, the Presiding Director may refuse to accept the seconding of the motion to postpone or refer until those on the speakers list have been heard.

Conduct

- 8.10 A Director may not interrupt a Director who is speaking except to raise a Point of Order.
- 8.11 Directors must:
- (a) use respectful language;
 - (b) refrain from using rude or offensive gestures or signs or engaging in rude or offensive conduct;
 - (c) refrain from attacking or questioning the motives of other Directors;
 - (d) speak only in connection with the matter being debated; and
 - (e) adhere to the Rules and to rulings of the Presiding Director and decisions of the Board.

Call to order

- 8.12 A Director who is called to order by the Presiding Director:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal the Presiding Director's ruling, in which case section 9.2 applies.

Conflict of Interest

- 8.13 If a Director has a direct or indirect material interest in a matter before the Board, the obligations in section 56 of the *Societies Act* (or in any provision that replaces that section) are applicable.

Participation of individuals other than Directors

- 8.14 Staff and advisors may speak on a matter only if recognized by the Presiding Director.
- 8.15 Members of the public in attendance at a meeting may speak on a matter if invited to do so by the Presiding Director.

PART 9 – POINTS OF ORDER

- 9.1 A Director may raise a Point of Order at any time, whereupon the Presiding Director must:
 - (a) interrupt the matter currently under consideration;
 - (b) ask the Director to state the substance of and the basis for the Point of Order; and
 - (c) decide the matter and state the reasons for the decision.
- 9.2 A Director who is dissatisfied with a decision of the Presiding Director under section 9.1 may appeal the decision, in which case
 - (a) the Director is permitted to state the basis for the appeal;
 - (b) the Presiding Director may make a response;
 - (c) the Presiding Director must then ask whether his or her decision is to be sustained;
 - (d) the question is to be voted on without debate; and
 - (e) the Presiding Director’s decision is sustained unless there is a majority vote in the negative.

PART 10 – VOTING

- 10.1 When debate on a motion is closed, the Presiding Director must put the motion to a vote.
- 10.2 Votes are to be cast by the raising of hands. [Bylaw 7.7]
- 10.3 When there is a vote on a motion, no Director may leave the ~~meeting room~~ other than a Director who has declared a conflict of interest.
- 10.4 Unless provided otherwise in the Rules, a motion is decided in the affirmative if a majority of the Directors present, excluding those who abstain from voting, vote in the affirmative. [Bylaw 7.7]
- 10.5 In the event of an equality of votes, the Presiding Director has a second vote. [Bylaw 7.7]
- 10.6 The Presiding Director must declare the result of a vote by stating that the motion is decided in either the affirmative or the negative.

PART 11 – REQUEST FOR INFORMATION

- 11.1 Directors have the right to request information about any matter before the Board or related to the UNA’s affairs.
- 11.2 A Director’s inquiry is to be addressed to the Presiding Director.
- 11.3 Inquiries must not include opinion or argument.
- 11.4 An inquiry that is not asked in connection with debate on a matter may only be raised as an item under new business.
- 11.5 If an inquiry cannot be answered when asked, the CAO must respond, or have someone else respond, at the next regular Board meeting.

PART 12 – DELEGATIONS

- 12.1 During the open session of a regular Board meeting, an individual or group of individuals (a “Delegation”) may, if permitted by this Part, make a presentation to the Board.
- ~~12.2 The maximum amount of time for hearing from Delegations at a Board meeting is 30 minutes.~~
- 12.2 A Delegation wishing to make a presentation at a Board meeting must make a written request setting out the topic of the presentation and must submit the request to the CAO at least 7 days before the meeting.
- 12.3 When a Delegation has made a presentation to the Board on a topic, neither the Delegation nor any individual who was a member of the Delegation may, within 6 months after the presentation, make a further presentation on the topic.
- 12.4 The Board may permit a Delegation to make a presentation notwithstanding that the Delegation has failed to comply with section 12.2 or the presentation fails to comply with section 12.3.
- 12.5 Delegations are to be heard in the order in which they notify the CAO receives their request of their intention to make a presentation to the Board, unless the Board decides otherwise.
- ~~12.3~~12.6 The Board will hear from a maximum of 3 Delegations at a meeting.
- ~~12.4~~12.7 A Delegation’s presentation is limited to 105 minutes.
- ~~12.5~~12.8 Directors may ask clarification questions of a Delegation, and hear responses to those questions, for a maximum of 5 minutes.
- ~~12.6~~12.9 Any time limit in this Part may be extended with the Board’s consent of the Board.

PART 13 – MINUTES

Preparation of minutes

- 13.1 Separate minutes are to be prepared for the open, closed and restricted closed sessions of a Board meeting.
- 13.2 Minutes of an open, closed, or restricted closed session of a Board meeting must contain:
- (a) the type of session;
 - (b) the date ~~and location~~ of the meeting;
 - (c) if the meeting was not a Fully Electronic Meeting, the location of the meeting;
 - (d) if the meeting was a Fully Electronic Meeting, the communications medium used to conduct the meeting;
 - ~~(e)~~(e) the times at which the session began and adjourned;
 - ~~(d)~~(f) the names of Directors, staff, and invited attendees who attended the session;
 - ~~(e)~~(g) the name of the Presiding Director;
 - ~~(f)~~(h) a record of decisions made on all main motions; and
 - ~~(g)~~(i) the names of any Directors who have declared conflicts of interest and the matter with respect to which each conflict was declared.
- 13.3 The minutes of restricted closed sessions are to be prepared by a Director appointed by the Board for that purpose.

Approval, distribution, and retention of minutes

- 13.4 A draft of the minutes of an open, closed, or restricted closed session of a Board meeting must be provided to Directors for approval and included with the agenda for the next session of that type.
- 13.5 Within 14 days of the Board approving the minutes of an open session of a Board meeting, the CAO must post the minutes on the UNA website.
- 13.6 The approved minutes of the closed session of a Board meeting are to be maintained confidentially by the CAO.
- 13.7 The approved minutes of a restricted closed session of a Board meeting are to be distributed to all Directors, who must maintain the confidentiality of the minutes.

Inclusion of resolutions approved without meeting

- 13.8 A resolution approved in accordance with Bylaw 7.9 (resolution approved without meeting) must be included with the minutes of the next open, closed, or restricted closed meeting of the Board, depending on the type of session at which the resolution would otherwise have been presented for approval.

PART 14 – UBC AND AMS PARTICIPANTS

- 14.1 With respect to an individual appointed by UBC who is entitled pursuant to sections 8.1 to 8.5 of the Bylaws to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to make motions;
 - (b) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (c) to the extent that sections 8.1 to 8.5 of the Bylaws are inconsistent with the Rules, those sections prevail.
- 14.2 With respect to an individual appointed by the Alma Mater Society of the University of British Columbia who is entitled pursuant to section 4.6 of the Neighbours' Agreement 2020 to attend and participate in Board meetings, the Rules apply as if the individual were a Director, except that
- (a) the individual has no right to vote on any matter, including for greater certainty any procedural matter; and
 - (b) to the extent that section 4.6 of the Neighbours' Agreement 2020 is inconsistent with the Rules, that section prevails.

PART 15 – COMMITTEES

Establishment and membership of committees

- 15.1 Subject to any delegation of its power to establish committees, only the Board may establish committees and determine their membership.
- 15.2 Individuals who are not Directors may be members of a committee.
- 15.3 The chair of a committee must be a Director.
- 15.4 A Director who is a member of a committee ceases to be a member upon ceasing to be a Director unless otherwise provided in the appointment of the Director to the committee.

Rules of procedure

- 15.5 Board committees are to conduct business in accordance with the Rules, with such modifications as are necessary.
- 15.6 The quorum for a committee meeting is a majority of the committee's members.
- 15.7 A motion made at a committee meeting is not required to be seconded.
- 15.8 In the event of an equality of votes on a motion at a committee meeting,
- (a) the chair of the committee does not have a second vote; and
 - (b) the motion fails.

Minutes of meetings

- 15.9 A committee must provide minutes of its meetings to the Board.

Attendance of non-member Directors

- 15.10 Directors who are not members of a committee
- (a) may attend meetings of the committee,
 - (b) may participate in discussion only with the approval of a majority of the committee members present, and
 - (c) have no vote.

Priority of committee terms of reference

- 15.11 The provisions in this Part are not applicable with respect to a committee to the extent that the provisions conflict with the committee's terms of reference.



MINUTES

PRESENT:

Jane Kang, Chair
Ran Keren, Vice-Chair
David Hahn

Michelle Niu
Nidhi Raina

REGRETS:

Alice Bradley
Maria Gallo

Sofia Ngieng

GUESTS:

Ryan Williams, TWI Surveys (departed at 5:33 p.m.)

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:06 p.m.

B. RESIGNATIONS

The Chair acknowledged the resignations of UNA CEAC members Susan Eadie, Eileen Le Gallais and Lee Weinstein and thanked them for their service to the community.

C. APPROVAL OF AGENDA

Draft agenda of the February 23, 2022 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Ran Keren)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the February 23, 2022 agenda, as circulated.

Carried

D. APPROVAL OF MINUTES

Draft minutes of the January 26, 2022 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Nidhi Raina)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the January 26, 2022 minutes, as circulated.

Carried

E. ITEMS/REPORTS

1. Updated Community Survey Plan and Questionnaire and Next Steps

Document titled "Updated Survey Plan and Questionnaire" was provided with the agenda material.

i. Introduction

Glenda Ollero, CEAC Staff Liaison, introduced Ryan Williams and outlined the process for implementation of the survey.

ii. Presentation

Ryan Williams, TWI Surveys, referenced the document provided with the agenda material and highlighted:

- The survey goal is to understand resident's attitudes, behaviours, and demographics in relation to their use of and experience with UNA's services and communication methods
- Timeline:
 - Finalize draft by March 29, 2022
 - Launch survey on April 5, 2022
 - Report findings in May or June 2022
- Expectation that a minimum of 500 to 600 questionnaires will be returned
- Incentives to participate in the survey
 - Short survey
 - Content is relevant to residents
 - Opportunity to provide anonymous feedback
 - Prize draw
- TWI Surveys will hold and secure all data collected
- Survey distribution:
 - UNA electronic mailing list of 4,637 subscribers
 - Mailout to 6,500 residences
 - Expectation that some duplication will occur
 - Social media distribution will not be utilized to decrease the risk of participation by non-UNA residents.

iii. Discussion

Discussion ensued on:

- Suggestion to offer multiple prize draws for gift cards:
 - Suggestion to solicit local businesses for donations
- Suggested edits to the survey:
 - Add "land use" item to Question #7
 - Add examples of bylaws to each category
 - Add other social media options to Question #6
 - Add "other" to Question #9
 - Change "none" to "I do not use social media" in Question #9
 - Change "More than 6 years" to "7 years and over" in question #11
 - Add "Hindi" to Question #13
 - Include an information menu on Question #15 to define the terms for the participants

- Change Question #16 to include the past three years or an average/year or an expectation in the upcoming year
- Include a disclaimer to permit skipping/not answering questions
- Include a question for number of members in a household.

Action Item (01): *The Communications Manager to request local businesses provide donations for prize draws.*

iv. Motion

It was moved (Jane Kang) and seconded (Ran Keren)

THAT the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee:

1. Submits the draft survey plan and questionnaire to the UNA Board of Directors for approval at the March 15, 2022 Board meeting; and
2. If approved by the UNA Board, requests staff and TWI Surveys to launch the survey.

Carried

Guest Departed

Ryan Williams, departed the meeting at 5:33 p.m.

2. Proposed Additions to CEAC Work Plan 2021–2023

Document titled “CEAC Work Plan 2021–2023” was provided with the agenda material.

i. Introduction

The Chair referenced the document provided with the agenda material and highlighted:

- Focus of the CEAC Work Plan:
 - Learn about the community
 - Engage new residents
 - Promote social events
 - Effective communication with the community
 - Support engagement initiatives
- Suggestion to build a better communication platform for UNA residents
- Suggestion to include community members in some CEAC meetings.

ii. Discussion

Discussion ensued on:

- Suggestion for a petition website for community members to register their concerns
- Suggestion that the UNA CEAC address resident concerns after survey implementation
- Concern over decreasing numbers in the CEAC committee.

Action Item (02): *The Chair to request the Board appoint new members to fill the vacancies on the CEAC.*

Action Item (03): *The Communications Manager to canvas CEAC members regarding their interest in holding a CEAC meeting in March 2022.*

F. ADJOURNMENT

The next UNA CEAC meeting is scheduled to be held on April 27, 2022 at 4:00 p.m.

It was moved (Jane King) and seconded (Nidhi Raina)

That the University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 6:01 p.m.

Carried



MINUTES

PRESENT:

Murray McCutcheon – Chair
Eagle Glassheim
Susan Eadie
Guangriu (Maggie) Xia

Matthew Mitchell
Alex Volkoff
Ian Carter

STAFF:

Sundance Topham – Chief Administrative Officer
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

This meeting was called to order at 4:34 p.m.

B. APPROVAL OF AGENDA

1. **Motion** by Chair:

That the Committee approve the March 23, 2022 Meeting Agenda as circulated.

Carried.

C. APPROVAL OF MINUTES

1. **Motion** by Chair:

That the Committee approve the February 23, 2022 Meeting Minutes as circulated.

Ian Carter asked that his name be added to the attendees list.

Motion by Chair:

That the Committee approve the February 23, 2022 Meeting Minutes as amended.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

None

F. REPORTS

1. Town Hall – Summary

Alex Volkoff provided a summary of the UNA Virtual Campus Vision 2050 Town Hall discussions, highlighting key topics brought up by attendees, including the need for



green/unstructured spaces, an increase in sustainability projects and ways to foster a more connected community. Affordability, diversity, safety and the need for more retail and entertainment venues were also emphasized. Recreational outdoor spaces, walkability and bike paths as well as access to educational resources and UBC hospital were underlined as valued by the community.

2. Campus Vision 2050 – Next Steps

The Chair provided a summary of the Campus Vision 2050 presentation delivered by Campus and Community Planning at the March 15, 2022 UNA Board Meeting. It was stated that engagement feedback is being tabulated with several areas of challenges and opportunities emerging. Challenges included affordability, accessibility and safety of campus, meeting the needs of diverse communities and financial returns of land use. Opportunities included enriching Musqueam and Indigenous presence, climate emergency initiatives, and preservation of green space and biodiversity.

The Committee discussed approaches to formulating and communicating a UNA position to Campus and Community Planning. The idea of presenting a person-focused “circle” approach with an axis between the people and the land incorporating the pertinent themes was introduced.

3. Question List – Responses

The Committee discussed the compiled list of questions to be brought forward to UBC regarding Campus Vision 2050, and the potential process of obtaining answers to inform advocacy and empower residents and the UNA Board.

It was agreed that the Chair will be reaching out to Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning, to discuss advancing the questions through to appropriate channels.

4. Community Engagement Advisory Committee Survey

The Chair informed the members that the Community Engagement Advisory Committee (CEAC) is finalizing a resident survey aimed at learning more about the UNA community, and that the Chair of the committee had agreed to incorporate questions formulated by the Land Use Advisory Committee.

The Committee discussed a list of questions that were distributed in advance of the meeting in an email from the Chair, and agreed to propose the following to the consultant finalizing the CEAC survey, for assessment of data collection efficacy:

Question 20 - What neighbourhood do you live in? (Select from one of the 5 UNA neighbourhoods, or select "Other")

Question 21 - Have you heard about Campus Vision 2050? Y/N

Question 22 - How engaged do you feel in Campus Vision 2050? (Choice of 5 from Very Engaged to Not Engaged)

Question 23 - As part of Campus Vision 2050, UBC is currently planning the next 10-year Land Use Plan that sets forth overall land uses and densities for the campus.

a) Reflecting on the UBC neighbourhoods as they are today, what are the key elements that should be preserved?
(open ended response)

b) What do you hope does NOT happen in the Land Use Plan?
(open ended response)

Question 24 - What would you want the UBC neighbourhoods to look like in 30 years when you or your children are living here?
(open ended response)

5. Research / Speakers

The Committee discussed the speaker research compiled to date and agreed to present further refined ideas at the next meeting.

Director Glasheim stated that he wishes to arrange a meeting with Chris Fay Director, Strategic Policy, at Campus and Community Planning, to discuss future projections for on-campus housing demand.

G. NEW BUSINESS

None

H. ADJOURNMENT

The meeting was adjourned at 6:01 p.m.



MINUTES

PRESENT:

Murray McCutcheon – Chair
Eagle Glassheim
Susan Eadie
Matthew Mitchell

Alex Volkoff
Ian Carter
Richard Watson

STAFF:

Sundance Topham – Chief Administrative Officer
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

This meeting was called to order at 4:34 p.m.

B. APPROVAL OF AGENDA

1. **Motion** by Chair:

That the Committee approve the April 27, 2022 Meeting Agenda as circulated.

Carried.

C. APPROVAL OF MINUTES

1. **Motion** by Chair:

That the Committee approve the March 23, 2022 Meeting Minutes as circulated.

Director Watson asked that his name be removed from the list of attendees.

Motion by Chair:

That the Committee approve the March 23, 2022 Meeting Minutes as amended.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

None

F. REPORTS

1. Review timeline and upcoming meetings

The Chair stated that a meeting with Campus + Community Planning (C+CP) has been set for Monday, May 2nd. The purpose of the meeting is to discuss the

questions posed to C+CP by the Land Use Advisory Committee regarding Campus Vision 2050 (CV 2050). It was also noted that UNA Board members will be taking part in a C+CP organized workshop to discuss the CV 2050 strategies and principles engagement feedback received to date.

The Chair recommended that the committee advise the UNA Board on its recommendations for CV 2050 Preliminary Terms of Reference at the upcoming May 17, 2022 UNA Board meeting, so that the recommendations could be considered by the Board prior to its meeting with UBC at the May 19, 2022 UBC-UNA Liaison Committee meeting.

2. Updates from committee members

The committee members provided updates on CV 2050 pertinent discussions held at the Campus Biodiversity Initiative: Research and Demonstration (CBIRD) Steering Committee, as well as relevant conversations with UBC's internal and advisory planning and design team.

3. Discussion: LUAC feedback to Board on Terms of Reference

a. Principles figure

The committee discussed the newly updated visual representation of the CV 2050 revised draft principles received from UBC, in the context of the principles' schema introduced by LUAC member Alex Volkoff. The importance of visually representing funding as an integral, yet separate, driving force behind UBC's mission was raised.

Ian Carter departed the meeting at 5:32 p.m.

b. Survey insights

The CAO provided a brief update on the number of survey responses to date. The Chair noted that having access to some preliminary survey data would be helpful in terms of a qualitative analysis to supplement pending feedback to UNA Board and UBC.

4. Meetings schedule

The committee agreed to hold another meeting on May 9, 2022 for the purpose of preparing materials to be provided to the UNA Board outlining the committee's CV 2050 Preliminary Terms of Reference recommendations.

G. NEW BUSINESS

None

H. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.