



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the September 22, 2026, open session agenda, as circulated.*

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the July 28, 2026, open session meeting minutes, as circulated.*

4

D. DELEGATIONS

1. Brian Savage - Hampton Place Tree Replanting

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director of Community Development & Transportation, UBC Campus & Community Planning

8

F. CONSENT ITEMS - For Information

****All CONSENT Items are included in the Reading Package Appendix****

1. September Monthly Management Report – Paul Thorkelsson, Chief Administrative Officer
Report presented for information.

2. Staff Work Plan Fall Update – Paul Thorkelsson, Chief Administrative Officer
Report presented for information.

Relevant Attachments:

- Staff Work Plan Fall Update Appendix

3. Hampton Place Tree Replanting – Wegland Sit, Operations Manager
Report presented for information.

4. Axis Playground Update – Wegland Sit, Operations Manager
Report presented for information.

Relevant Attachments:



- Axis Playground Condition Memo
- 5. 2027 Board Meeting Schedule – Lauren Thomson, Corporate Services Specialist
Report presented for information.

Relevant Attachments:

- 2027 Board Meeting Schedule

Recommendation:

THAT the Board the Board receive for information the Consent Items F1-F5 as presented.

G. REPORTS

1. Governance & Human Resources Committee Report
 - a. UNA Policies Revision - Naming, Categories, and Template Alignment – Lauren Thomson, Corporate Services Specialist 11
Report presented for decision.
Relevant Attachments:
 - Appendix 1 Current Policies 15
 - Appendix 2 Proposed Policies 40

Recommendation:

THAT the Board approve HR-10 UNA Professional Development Policy.

THAT the Board approve ADM-22 UNA Sponsorship Policy.

THAT the Board approve COM-04 UNA Media Relations Policy.

THAT the Board approve ADM-06 UNA Child Care Policy.

THAT the Board approve FIN-14 UNA Capital Reserve Policy.

THAT the Board approve FIN-15 UNA Procurement Policy.

THAT the Board approve ADM-10 UNA Video Surveillance Policy.

THAT the Board approve ADM-18 UNA Records Management Policy

H. UNFINISHED BUSINESS

None.



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING
Open Session

Tuesday, September 22 | 5:30 p.m.
Wesbrook Community Centre, Social Room

I. NEW BUSINESS

1. Items from the Consent Agenda for Board Consideration/Action

J. ADJOURNMENT

Recommendation:

THAT the Board adjourn.



MINUTES

PRESENT:

Eagle Glassheim, Chair
Jake Wiebe
Ronald Bourgeois
Sandy Song
Michael Kerns
Evan Luo
Yanbo (Paul) Li (attended virtually)

UBC MEMBERS:

Dave Kiloh, Director, Building and Facilities Services SHCS
Carole Jolly, Director, Community Development C+CP

UBC REPRESENTATIVE

Alex Zheng

STAFF:

Paul Thorkelsson, Chief Administrative Officer
Athena Koon, Finance Manager
Wegland Sit, Operations Manager
Dave Gillis, Recreation Manager
Glenda Ollero, Communications Manager
Lauren Thomson, Corporate Services Specialist

GUESTS:

Leroy Van Spronsen, Partner, Johnsen Archer LLP

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:30pm.

The Chair acknowledged that the UNA is situated and that the meeting was being held on the traditional and ancestral territories of the Musqueam people.

No conflicts of interest in relation to any items on the closed session meeting agenda were declared.

B. APPROVAL OF AGENDA

MOVED by Chair Glassheim

SECONDED by Director Luo

THAT the Board approve the July 28, 2026, open session agenda, as circulated.



CARRIED

C. APPROVAL OF MINUTES

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the Board approve the June 23, 2026, open session meeting minutes, as circulated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Campus and Community Planning Monthly Report – Carole Jolly, Director of Community Development & Transportation, UBC Campus & Community Planning
The report was presented as circulated. The Board requested updates on 16th ave paving and rainwater management plan. Some discussion of the Development Permit Board took place.

F. REPORTS

2. FY2025/26 Audited Financial Statements & Auditors Reports – Athena Koon, Finance Manager

The Finance Manager provided context for changes to the report and introduced the auditor and report.

Leroy Von Spronsen introduced the audit and provided information on what the audit entails, some of the process around risk, existing internal controls, and the strategies were outlined.

MOVED by Director Wiebe

SECONDED by Director Bourgeois

THAT the Board approve the UNA's audited financial statements for the year ended on March 31, 2026, and that the Chair be authorized to sign the audited financial statements on behalf of the Board

CARRIED

* * * * Yanbo (Paul) Li joined virtually at 5:53pm * * * *

3. July Management Report – Paul Thorkelsson, Chief Administrative Officer

The Chief Administrative Officer presented the report as circulated.



Discussion around plans and timeline for future school in the area as well as parking framework updates.

The Communications Manager highlighted the ribbon cutting ceremony for the charging station at Ross Drive. Also noting plans for quarterly meetings between UBCPT, UBC and UNA communication departments.

The Recreation Manager resolved Board questions on seasonal room booking changes specifically in nonpeak times

The Operations Manager highlighted tree replanting plans including a schematic circulated to the Board. Questions were raised and resolved around ongoing water restrictions specifically, landscaping and strata use.

3. Fire Protection Contribution Agreement Renewal Report – Paul Thorkelsson, Chief Administrative Officer

The Chief Administration Officer presented the report as circulated. There are no significant changes to the agreement, the amount budgeted is in alignment with the agreement. Some questions about adjustments from last year were raised and resolved.

MOVED by Chair Glassheim

SECONDED by Director Luo

THAT the UNA Board support UBC extending the term of the UBC/Province Neighbourhood Fire Services Contribution Agreement for an additional five-year term and approve, following Sec 10.3 (a) of the Neighbours Agreement 2024, UBC withdrawal from the Neighbourhood Levy to fund the UNA contribution.

CARRIED

***** Alex Zheng joined the meeting at 6:27pm *****

4. Finance & Audit Committee Report

a. 2026 Neighbours Levy Report – Athena Koon, Finance Manager

The Finance Manager presented the report as circulated. The commercial portion of the levy will be included in an upcoming statement. Uncollectable levy debt was discussed with the clarification of UBC responsibility.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.



I. ADJOURNMENT

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the Board adjourn into a closed session to discuss matters related to discussions and dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

The meeting adjourned into a closed session at 6:34pm

* * * *



Memorandum

To: UNA Board

From: Simmi Puri, Communications Manager, Campus + Community Planning

Date: September 22, 2026

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

September

- September 9 to September 14 from 9am to 5pm weekdays. **AMS First Week** at University Commons. No alcohol
- September 9 from 11am to 2pm. **UBC Staff & Faculty BBQ** on Main Mall from Crescent to Memorial. Crescent Road closed from 6:30am to 6:30pm from Monday, September 7 to Thursday, September 10.
- September 15 from 12pm to 8pm. **AMS Welcome Back BBQ** at University Commons. No alcohol, no concert.
- September 17 from 4pm to 7pm. **Harvest Festival** at University Commons. Alcohol will be served. Details at [Harvest Festival – UBC Inspired](#)
- September 18. **UBC Homecoming**. Stadium Road will be closed from East Mall to West Mall from 1pm to 10:30pm. Access to Hospice maintained.
 - 3:30pm to 4pm. Homecoming Trek from outside AMS Nest to Main Mall to Stadium. Details at [Homecoming 2026 - University of British Columbia Athletics](#)
 - 4pm to 6pm. Street fair at Stadium Parking Lot
 - 7pm to 10pm. Homecoming football game at Thunderbird Stadium. Kickoff at 6pm.
- September 19 from 10am to 2pm. **Nest Fest** (Alumni Homecoming) at Lee Square and University Commons. Details at [UBC Homecoming - Vancouver - alumni UBC](#)
- September 19 from 11am to 3pm. **Sauder Homecoming** at Main Mall between Chemistry and Angus Building.
- September 22 to September 24 from 10am to 4pm daily. **AMS Clubs Fair** at University Commons
- September 30 from 11:45am to 3pm. **Intergenerational March to Commemorate Orange Shirt Day** from Stephen Toop Gardens/Indian Residential School History & Dialogue Centre to Reconciliation Pole/Thunderbird Commons. Details at [2026 Intergenerational March to Commemorate Orange Shirt Day | UBC FES](#)

October

- October 12. **Thanksgiving Day.** University closed.
- October 17 and October 18 from 11am to 4pm each day. **Apple Festival** at Botanical Garden. Details at [UBC Botanical Garden Apple Festival October 17 & 18, 2026 | UBC Botanical Garden](#)
- October 24 from 8:30am to 1:30pm. **Great Trek.** Road closures will be set up. Details at [Great Trek | UBC Campus & Community Planning](#)
- October 30 from 6pm to 10pm. **Halloween Carnival.** University Commons. All ages. Details at [Halloween Carnival 2026 | UBC Campus & Community Planning](#)
- October 31 from 6pm to 12midnight. **Halloween Carnival** at University Commons. Legal drinking age only. Music levels to be substantially reduced at 10pm. Details at [Halloween Carnival 2026 | UBC Campus & Community Planning](#)

Public Safety Site Redevelopment Plan

UBC is planning to redevelop the five-acre Public Safety Site on the Vancouver campus as part of implementation of Campus Vision 2050 and in response to ongoing community interest in expanded essential services and more on campus housing. The redeveloped site will include modern, purpose-built facilities for the RCMP and Vancouver Fire Rescue Services to serve a growing campus community. It will also add new neighbourhood housing, both within a new public safety building and in separate buildings across the site, along with space for child care and commercial uses and the infrastructure needed to support the area.

Key elements of the Public Safety Site Redevelopment Plan will be shared with the community through the first period of public engagement, scheduled to run **October 20-November 8**. Public engagement will include an open house, online information session, and a survey, as well as targeted engagement with the UNA board throughout the process.

Currently, Campus and Community Planning is currently recruiting residents to be part of a Planning Advisory Committee (PAC), an advisory body whose role is to provide community perspectives and feedback on emerging neighbourhood planning considerations. [Visit the project site to learn more.](#)

Development Update

Received and under Review:

[DP26024 - Wesbrook Place South Lots 8 & 9:](#) A Development Permit Application was received and is currently under review for a 30-storey mixed-use concrete tower and six-storey wood-frame market rental building at 5868 and 5828 Binning Avenue and 3758 Wesbrook Mall.

DP11005-5 - GT3 CRU Sign Guidelines: A Development Permit Application was received and is currently under review for the updated signage guidelines for the Wesbrook Professional Centre CRU Infill at 3313 Shrum Lane.

SLP26031 - Wesbrook Mall Gas Service Line: A Streets and Landscape Permit Application was received and is currently under review for a new gas service in Wesbrook Mall to support the new residential development at BCR 7.

Issued Development Permits:

DP04007-4 - Folio Tree Removal: was issued for removal and replacement of three trees at Folio building located at 5955 Iona Drive.

Issued Streets and Landscape Permits:

SLP26026 - Noble Playground Shading Structure: was issued for a new shading structure at Noble Playground along Webber Lane.

SLP26027 - WPS1 Geotech Investigations: was issued for a borehole investigation at Wesbrook Place South Lot 1 to inform the geotechnical report for future site development.

Community Update

UBC Inspired Community Programs are back!

With the start of the school year, many of our beloved community programs are back! Be sure to check out:

- [Culture Club at MOA](#) begins again after a summer hiatus. Check out the website for upcoming sessions on the last Sunday of the month!
- [Nature Club at Beaty Biodiversity Museum](#) starts October 3rd with a session on Spooky Species!
- [Inspired at the Chan's](#) season kicks off October 25 with Musical Magic: Disney edition. UBC Inspired is pleased to offer a limited number of free tickets to UNA residents. Use promo code

Inspiring Community Grants

Have a great idea for a community-building project that inspires social connection? Apply for an Inspiring Community Grant and you could receive up to \$500 to make it happen! Some great projects coordinated by UNA residents and funded through this grant program include a baby clothing swap, a multicultural fair, a run club and more! Visit the [UBC Inspired website](#) to apply!



Report Date: September 8, 2026
Meeting Date: September 22, 2026
From: Lauren Thomson - Corporate Services Specialist
Subject: UNA Policies Revision – Naming, Categories, and Template Alignment

Background

A continuing effort to modernize UNA's policies to bring them into alignment with current practice, agreements, and to categorize them appropriately.

Decision Requested

THAT the Board approve HR-10 UNA Professional Development Policy.

THAT the Board approve ADM-22 UNA Sponsorship Policy

THAT the Board approve COM-04 UNA Media Relations Policy.

THAT the Board approve ADM-06 UNA Child Care Policy.

THAT the Board approve FIN-14 UNA Capital Reserve Policy.

THAT the Board approve FIN-15 UNA Procurement Policy.

THAT the Board approve ADM-10 UNA Video Surveillance Policy.

THAT the Board approve ADM-18 UNA Records Management Policy.

Discussion

The included policies were revised to update mentions of relevant policies, to abide by the new naming convention, and to bring the content into alignment with the Corporate

Policy Framework and to assign the correct category, no major material changes were made to any of these specific policies nor were any changes in authority made.

Staff note that there will be a specific revision schedule that will be circulated upon the completion of the policy review. This schedule will make recommendations to the frequency of future reviews based on the complexity and nature of each policy; with some flexibility should Directors want.

Changes to the policies are as follows;

#2-10 Professional Development:

- Template in alignment with #1-19 Corporate Policy Framework.
- Related policies, previously listed policies have been subsumed into FIN-17 UNA Business Expenses Policy.
- Assignment to Finance category.
- Some basic grammar corrections.
- Renamed HR-10 per naming convention.
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#1-17 Sponsorship Policy:

- Template in alignment with #1-19 Corporate Policy Framework.
- Assignment to Administration category.
- Renamed ADM-22 per naming convention.
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#4-04 Media Relations Policy:

- Template in alignment with #1-19 Corporate Policy Framework.
- Assignment to Communications category.
- Renamed COM-04 per naming convention.
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#2-06 Childcare Policy:

- Template in alignment with #1-19 Corporate Policy Framework.
- Clause added to emphasize affordability:

4.2 When and where possible, advocacy for affordable childcare spaces should be prioritized.

- Assignment to Administration category.
- Renamed ADM-06 per naming convention.
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#05-14 Capital Reserve Policy:

- Assignment to Finance category.
- Renamed FIN-14 Capital Reserve Policy per naming convention
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#05-15 Procurement Policy:

- Assignment to Finance category.
- Renamed FIN-15 UNA Procurement Policy per naming convention
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#1-10 Video Surveillance

- Assignment to Administration category.
- Renamed ADM-10 UNA Video Surveillance Policy per naming convention
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.

#1-18 Records Management

- Assignment to Administration category.
- Renamed ADM-18 UNA Records Management Policy per naming convention
- Added "Policy History and Revisions" section.
- The "ADOPTED" and "EFFECTIVE" sections were cleared to add a new date in alignment with Committee and Board approval.



Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance.

Attachments

1. Appendix 1 – Existing Policies
2. Appendix 2 – Proposed Policies

Concurrence

1. None.

Respectfully submitted,

Lauren Thomson

Lauren Thomson
Corporate Services Specialist

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', with a horizontal line underneath.

Paul Thorkelsson
Chief Administrative Officer

SUBJECT:	UNA Professional Development Policy	POLICY #02-10
CATEGORY:	Human Resources	
AUTHORITY:	Chief Administrative Officer	
ADOPTED:	April 2022	
AMENDED:		
REVIEWED:		

Objective

The objective of this policy is to support employees who wish to further their professional development, upgrade their skills and enhance their contributions to the organization. Providing professional development to UNA employees is an investment in their careers and the organization's future.

Eligibility

Permanent full-time employees who have successfully completed their probationary period.

Scope & Policy Statement

It is the employee's responsibility to seek out the courses and other training that will enhance their career development and is in-line with the organization's mandate. Professional development can be obtained through attendance at seminars, conferences, workshops, educational courses or webinars, and, where applicable, eligible post-secondary programs that will assist the employee in performing their essential job functions and increase the employee's contribution to the organization.

Eligible Expenses

Eligible costs or payment for training by the UNA will be determined on a case-by-case basis and upon the departmental manager's approval. Each departmental manager will be assigned a specific amount for a fiscal year to address training needs for their department, with the amount based on the budget available for the fiscal year and number of employees in their department.

Depending on the cost of the training, an employee may be asked to enter into a repayment agreement, which is meant to cover the possibility of an employee resigning after receiving training. The repayment amounts and timelines are subject to the sole discretion of the UNA.

The UNA will generally pay for a membership fee, license, or professional designation required by an employee to undertake their position, upon departmental manager's approval. To be considered for reimbursement employees are required to advise their departmental manager ahead of time to factor that into the yearly budget.

Approval Procedures

Training Courses/Seminars/Conferences

Employees must request permission from their departmental manager for approval to attend and receive reimbursement for the desired professional development. The request must include an overview of the applicable training or conference, purpose, job relevance, cost, dates, times of coursework and the name of the institution or source of training. An application for professional development forms is required (enclosed).

Since this process may take time, it is the sole responsibility of the employee to communicate with their departmental manager and allow sufficient time for the process to take place.

Approval of training requests will be based on numerous factors including but not limited to:

- Ability of the company to accommodate any time off (if applicable);
- Relevance to position;
- Potential benefit to the company;
- Organizational priorities;
- Funds available;
- Order in which requests are received; and,
- Funds allocated to the employee to date.

The departmental managers and Chief Administrative Officer (CAO) reserve the right to approve or reject any request.

The departmental manager will advise staff whether their requests have been accepted and will advise of any restrictions or conditions which will apply.

Staff are responsible for providing all documentation related to the training to their departmental manager for approval and processing and are responsible for registering and making arrangements for any professional development they undertake.

The training and professional development amount for each department will vary per fiscal year depending on the UNA's annual budget. The amount will be communicated to the departmental manager at the beginning of each fiscal year.

Membership fees, Licenses & Designations

Employees whose roles require them to have professional membership, licenses, or designations, should provide a copy of their membership fee, registration form or renewal form to their manager for approval in a timely manner. The UNA can issue payment directly to the according organization or reimburse the employee for their payments.

Guidelines for Reimbursement

Training Courses/Seminars/Conferences

- Applications for professional development should be submitted to the departmental manager for approval before registration in the course, registering for the conference, attending the seminar, etc...
- For a credit course, original payment receipts must accompany final transcript of marks (where appropriate) by no later than March 31st of the fiscal year in which the course was taken. No reimbursement will be granted in cases where the employee has failed to attend or has not attained a passing grade in the course.
- With respect to non-credit course, day seminars, workshops, or conferences, original receipts must be provided.
- Receipts for membership dues or other similar expenses should be submitted in a timely manner. To be considered for reimbursement employees are required to advise their departmental manager ahead of time to factor the costs into the yearly budget.
- All training reimbursement will be processed via separate cheque or added to the employee's pay depending on whether the course is deemed a taxable or a non-taxable benefit as defined by the Canada Revenue Agency.

Travel Expense Reimbursement

Where attendance requires absence for less than 24-hours from place of residence:

- Vehicle expenses as per the Staff Vehicle Use for UNA Business Policy #05-12; and,
- Actual cost of meals to a daily maximum of \$61 (\$14 for breakfast, \$17 for lunch and \$30 for dinner).

Where attendance requires absence for greater than 24-hours from place of residence:

- Return economy air transportation, or
- Where scheduled air transportation is not suitable, vehicle expenses as per the Staff Vehicle Use for UNA Business Policy #05-12 to a limit of no more than the cost of available air transportation; and
- A per diem rate of \$85 per day without receipts to cover all meals, gratuities, and other miscellaneous costs. The per diem rate for the day of departure or day of return will be calculated on a prorated basis with one half the per diem payable for any portion of the day prior to 2:00 pm and one half the per diem payable for any portion of the day after 2:00 pm. If meals are included in the event registration fees then the cost of those meals will be deducted from the per diem rate in accordance with the table below:

Meal	Per Diem Allowance
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00

- The actual cost for single room hotel accommodation, not to exceed the event rate or government rate at the site of the event, subject to availability. Hotel parking, business calls, postage or other business incidentals necessarily incurred and included in the hotel bill will be paid by the UNA and is not part of the per diem rate.
- Carpooling is encouraged when multiple employees are travelling to the same event.

Training Requiring Leave of Absence

Any training or development program which requires a leave of absence must be directly related to current job and position. The employee may be eligible to receive some or all of the time off depending upon the business needs. Total time allowed is at the discretion of the departmental manager.

Roles and Responsibilities:

STAKEHOLDER	RESPONSIBILITIES
CAO	• Approve and formally support this policy • Approve all departmental managers' requests
Finance Manager	• Tax review to maintain compliance of related tax issues of this policy • Provide annual training budget to departments
Departmental Managers	• Review departmental requests and provide approval • Provide training and membership amount for budget approval
Employee	• Submit requests and provide supporting paperwork • Attend professional development courses as needed

Related Documents and Legislation

- Staff Vehicle Use for UNA Business Policy #05-12

SUBJECT:	UNA SPONSORSHIP	POLICY #01-17
CATEGORY:	ADMINISTRATION	
AUTHORITY:	BOARD OF DIRECTORS	
ADOPTED:	June, 2023	
AMENDED:	–	
REVIEWED	–	

PURPOSE

This policy provides a framework for the University Neighbourhoods Association (UNA) to solicit, evaluate, and, if appropriate, accept sponsorships from external organizations.

SCOPE

Sponsorship is defined as a mutually beneficial exchange arranged in advance whereby the sponsor receives value in return for cash or goods- or services-in-kind provided to the UNA. As a result of this sponsorship, the UNA obtains support for a specified activity, and the sponsor receives acknowledgement in return for cash and/or products and services-in-kind to the UNA.

This policy is designed to be mindful of the UNA's status as a non-profit organization.

POLICY STATEMENT

As a non-profit organization, the UNA actively encourages individuals, corporations, institutions, and other organizations to become sponsors in support of its organizational efforts. The purpose of sponsorships is to increase the UNA's ability to deliver services and to achieve the strategic goals of the UNA. The UNA welcomes sponsorship support of its organizational efforts in the following areas:

- Public Events
- Volunteer Appreciation Events
- Camps
- Any other project or event which includes a significant number of participants and/or attracts a high level of community attention to provide adequate value to a potential sponsor.

Sponsorships must be accompanied by a formal written agreement documenting the terms of the sponsorship and defining what the UNA will provide to the sponsor. The terms of sponsorship agreements will vary from sponsor to sponsor depending on the negotiations between the sponsor and the UNA.

The UNA will not accept sponsorships that:

- reflect in a negative manner on the UNA.
- do not align with its mission statement; and/or
- are not in the best interests of the UNA.

The UNA does not endorse, directly or by implication, any products, or services. Accepting a sponsorship does not imply endorsement of products or services by the UNA. A sponsorship does not automatically imply any exclusive arrangement with the UNA. The UNA retains control over any sponsored program, and sponsors are not provided input into operational matters relating to a sponsored project.

The UNA reserves the right to refuse or decline any offer of sponsorship at its absolute discretion or to negotiate with the sponsor concerning any aspect of a proposed sponsorship. The UNA also reserves the right to cancel a sponsorship if the result of maintaining it brings the UNA's public reputation and/or integrity into disrepute.

POLICY REQUIREMENTS

In order to achieve the goals of this policy, the UNA will:

- solicit sponsorships.
- review sponsorships offered to support its operations; and
- enter into sponsorship agreements with sponsors it deems appropriate under this policy.

RESPONSIBILITIES

UNA Board of Directors

The Board of Directors will receive reports from the Chief Administrative Officer (CAO) regarding all sponsorships. The CAO will receive reports from the Recreation Manager regarding all sponsorships contained within the monthly Recreation Report. All sponsorship proposals will be brought forward to the CAO for review. Any sponsorship proposals exceeding \$30,000 in value will be brought forward to the UNA Board of Directors for review.

The Board of Directors will cancel any gift/donation or sponsorship if its effect is to bring the public reputation and/or integrity of the UNA into disrepute.

UNA Chief Administrative Officer

The CAO will report all offers of sponsorships to the Board. The CAO is responsible for deciding whether sponsorships valued at less than \$30,000 will be solicited and/or accepted based on an assessment of the UNA's Constitution and Strategic Priorities. The CAO will review and may accept or refuse any sponsorship under the value of \$30,000. The CAO will forward any proposals sponsorship valued at more than \$30,000 to the Board for the Board's decision.

UNA Recreation Manager or Designate

The UNA Recreation Manager or designate is responsible for drafting, signing and forwarding to the CAO for signature the formal written agreement or confirmation with the sponsor or designate setting out the terms of the sponsorship, including any recognition to be provided to the sponsor.

TITLE:	Media Relations	POLICY #04-04
CATEGORY:	Communications	
AUTHORITY:	Board of Directors	
ADOPTED:	September 17, 2024	
EFFECTIVE:	September 17, 2024	

Purpose

The purposes of this Policy are:

- to establish consistent media relations practices;
- to establish a chain of command for handling media inquiries;
- to establish spokespersons for the UNA who are authorized to speak on behalf of the organization; and
- to ensure consistent messaging during media interviews.

Scope

This policy applies to all Board Directors, employees, and volunteers.

1. Definitions

- 1.1. **Media** and **Media Outlet** mean news outlets, for example: newspapers, magazines, television outlets, radio and internet publications.
- 1.2. **Media Contact** means the Communications Manager and, in the absence of that individual, the CAO.
- 1.3. **Spokesperson** means a representative of the UNA who is authorized to speak on behalf of the organization.
- 1.4. **CAO** means the Chief Administrative Officer.

2. Media Contacts

- 2.1. All request from the Media should be directed to the Media Contact.
- 2.2. The Media Contact gathers information and evaluates whether the request falls under the UNA's purview; liaises with the Spokespersons; assists in scheduling the interview; and prepares the Spokespersons for the interview.

3. Spokespersons

- 3.1. The Chair and the CAO serve as the Spokespersons.
 - 3.1.1. The Chair or the CAO may delegate the responsibility of Spokesperson to a representative they consider to be a more suitable subject-matter expert.
- 3.2. Media training can be provided to Spokespersons or their delegates, if they have not had any.



4. Board Directors, Staff, and Volunteers

- 4.1. Board Directors, employees, and volunteers who are not Spokespersons are asked to refrain from speaking on behalf of the UNA without prior consultation with the Media Contact. If they are approached by the Media for information on matters related to the UNA's operations, they should refer the Media Outlet to the Media Contact, who will do the initial assessment to determine a course of action.

5. Media Relations Practices

- 5.1. Media Contacts and Spokespersons should respond to inquiries from the Media using the following principles and practices:
- 5.1.1. The UNA is a knowledgeable, trustworthy, transparent and fiscally-sound decision-maker, and community-centered organization and should be positioned as such during interviews with the Media.
 - 5.1.2. The UNA welcomes inquiries from the Media that are relevant to its purview and its Media Contacts are accessible to reporters and Media Outlets.
 - 5.1.3. The UNA makes every possible effort to respond directly to questions from the Media if the topic is within its purview. If the UNA is unable to meet the Media Outlet's deadline, the UNA will decline the interview as soon as possible
 - 5.1.4. The Media Contacts and Spokespersons may establish procedures or create tools to help them evaluate and respond to requests from the Media more effectively and efficiently as long as they adhere to the rules and principles set forth in this Policy.

Policy History & Information

Original Policy Approval Date

September 17, 2024

Review Date

September 17, 2027 (every three years)

Related Documents & Legislation

- UNA Media Relations Procedures and Guidelines

SUBJECT: CHILDCARE		
CATEGORY: HUMAN RESOURCES		POLICY #: 02-6

PURPOSE

The purposes of this policy are to:

1. Provide childcare solutions to UNA non-resident, full-time employees, who are not otherwise eligible for UNA managed childcare.
2. Maintain a high level of employee satisfaction and morale.
3. Attract and retain employees in key positions and reduce turnover.

SCOPE

This policy applies to all UNA non-resident, full-time employees.

POLICY STATEMENT

The University Neighbourhoods Association (UNA) is committed to providing childcare solutions to our employees at childcare facilities operated on UNA premises. There are currently 24 spaces for children 3 to 5 years of age at the Vista Point Childcare Centre, and a planned 56 additional spaces for infants, toddlers, and 3 to 5 year olds at the Wesbrook Community Centre Childcare Centre, which is expected to open in February 2019. Childcare spaces for UNA employees could be used as a recruitment strategy to assist in attracting and retaining employees, and to reduce turnover.

Never more than a maximum of 5% of UNA managed childcare spaces shall be made available for UNA non-resident full-time employees in any calendar year. The cost of childcare for UNA employees will be the same as the cost for the general public. Spaces would be made available based on the following priority:

- 1st priority – UNA residents not affiliated with UBC
- 2nd priority – UNA non-resident, full-time staff to a maximum of 5% of UNA childcare spaces
- 3rd priority – UNA residents affiliated with UBC
- 4th priority – Non-residents affiliated with UBC
- 5th priority – General public

RELATED POLICIES:

N/A

APPROVAL HISTORY

ISSUED BY: UNA Board of Directors	APPROVED BY: UNA Board of Directors	DATE: June 13, 2017
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TITLE:	Capital Reserve Policy	POLICY #05-14
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:	November 19, 2024	
EFFECTIVE:	November 19, 2024	

1. Purpose

This Policy applies with respect to transfers to the Capital Reserve, the uses of the Capital Reserve, and withdrawals from the Capital Reserve.

2. Definitions

Board: The UNA Board of Directors.

Capital Asset: A tangible or intangible property that has a useful life of more than one year.

Capital Expenditure: An expenditure for the acquisition of a Capital Asset or for the improvement, maintenance, or repair of a Capital Asset.

Capital Reserve: The capital reserve account in the UNA's financial accounts.

Finance Committee: The UNA Finance and Audit Committee.

UNA: University Neighbourhoods Association.

Unrestricted Fund: The unrestricted fund account in the UNA's financial accounts.

3. Transfers to the Capital Reserve

3.1 Board Direction

Amounts are to be transferred from the Unrestricted Fund to the Capital Reserve on the direction of the Board.

3.2 Committee Recommendation

After the end of each fiscal year, the Finance Committee shall recommend to the Board an amount to be transferred to the Capital Reserve.

3.3 Amount of Transfer

Unless the Finance Committee has reasons to recommend a different amount, the amount of the transfer it recommends after the end of a fiscal year is to approximately equal the amount of the amortization of capital assets in the UNA's financial accounts for the year minus the amount of the amortization of deferred capital contributions.

3.4 Board-Initiated Transfer

The Board may, at any time, direct the transfer of an amount from the Unrestricted Fund to the Capital Reserve without a recommendation from the Finance and Audit Committee.

3.5 Interest.At the end of each fiscal year, an amount is to be transferred from the Unrestricted Fund to the Capital Reserve equal to the estimated amount of investment earnings during the year on UNA investments reasonably attributable to the Capital Reserve.

3.6 Limitation.Notwithstanding sections 3.1 to 3.5, an amount transferred from the Unrestricted Fund to the Capital Reserve may not exceed the balance in the Unrestricted Fund immediately before the transfer.

4. Uses of the Capital Reserve

4.1 Permissible Uses.Subject to sections 4.2 and 4.3, the Capital Reserve is to be used to fund Capital Expenditures made for the following purposes:

- (a) to acquire Capital Assets that replace Capital Assets;
- (b) having regard to the amounts projected to be required to acquire Capital Assets referred to in (a), to acquire Capital Assets other than Capital Assets referred to in (a);
- (c) to improve Capital Assets;
- (d) to make major repairs to, or to perform major maintenance on, Capital Assets;
- (e) to make minor emergency repairs to Capital Assets; and
- (f) other purposes relating to Capital Assets approved by the Board.

4.2 Limitation to UNA Assets.Section 4.1 applies only with respect to Capital Assets that are owned by, or are to be acquired by, the UNA.

4.3 Other Funding Sources.Except as otherwise determined by the Board, section 4.1 does not apply with respect to a Capital Expenditure to the extent that other sources of non-debt funding are available for the expenditure.

5. Withdrawals from the Capital Reserve

5.1 Capital Budget

The amount of a Capital Expenditure may be withdrawn from the Capital Reserve if the expenditure is included in the UNA's approved capital budget for a fiscal year and the funding source for the expenditure is stated to be the Capital Reserve.

5.2 Board Authorization.If section 5.1 does not apply with respect to a Capital Expenditure, the amount of the expenditure may be withdrawn from the Capital Reserve only if the Board authorizes the withdrawal in an open session of a Board meeting.



6. Revision of Policy

6.1 Finance Manager

The Finance Manager will periodically consider whether revisions should be made to this Policy and will propose revisions in a report to the Finance Committee.

6.2 Finance Committee

The Finance Committee may direct the Finance Manager to consider whether revisions should be made to this Policy and to report back to the committee with proposed revisions, if any.

6.3 Recommendations for Revisions

The Finance Committee shall consider revisions to this Policy proposed by the Finance Manager and proposals for revisions from committee members. If the Finance Committee determines that revisions should be made, it shall recommend the revisions to the Board.

6.4 Board-Initiated Revisions

The Board may make revisions to this Policy that have not been recommended by the Finance Committee.

Policy History & Information

Original Policy Approval Date	January 16, 2024
Policy Amended Date	November 19, 2024
Review Date	November 19, 2027 (every three years)

Related Documents & Legislation

- N/A



TITLE:	Procurement Policy	POLICY #05-15
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:	May 20, 2025	
EFFECTIVE:	May 20, 2025	

Purpose

The purpose of this Policy is to establish the guidelines for the procurement of goods and services, and ensure that the UNA receives the best value in its acquisition of goods and services.

Scope

This Policy applies to the procurement of all goods and services by the UNA, with the exception of those goods and services identified in Appendix B.

1. Definitions

- 1.1. **“Awarding Authority”** means the authority to commit the UNA to expenditures that are in accordance with the UNA’s budget for the fiscal year and enter into contracts on behalf of the UNA.
- 1.2. **“Delegation of Authority Policy”** means the UNA Delegation of Authority Board Policy (#01-14), as amended or replaced from time to time.
- 1.3. **“Emergency Purchase”** has the meaning given in section 4.3.
- 1.4. **“Manager”** means an individual holding any of the following positions within the UNA:
 - a) Communications Manager,
 - b) Finance Manager,
 - c) Operations Manager, or
 - d) Recreation Manager.
- 1.5. **“Procurement Method”** means the method by which the UNA solicits bids or proposals for the acquisition of goods and/or services. A Procurement Method can entail, but is not limited to, direct award, soliciting quotes (formally or informally), or Public Competitive Process.
- 1.6. **“Public Competitive Process”** means a process whereby the UNA solicits bids or proposals from the public marketplace in a fair and open competition, and that the solicitation will be publicly advertised on the UNA’s website or other public tendering platform.
- 1.7. **“Single Source Purchase”** has the meaning given in section 4.1.
- 1.8. **“Sole Source Purchase”** has the meaning given in section 4.2.
- 1.9. **“Vendor”** means a supplier, contractor, or consultant that provides, or will provide, goods or services to the UNA.

2. Roles and Responsibilities

- 2.1. The Board is responsible for the oversight of the UNA's procurement activities as established in this Policy and approved expenditures through the UNA's budgets.
- 2.2. UNA Staff are responsible for the management and operation of the UNA's procurement activities. This responsibility includes defining the scope of work and specifications of each procurement, determining the appropriate Procurement Method for each procurement, awarding contracts to successful Vendors, and monitoring the performance of Vendors.
- 2.3. The Board maintains the ability to identify specific procurements of interest that require additional approval by the Board, in addition to its authority to approve contract awards required by this Policy. UNA Staff maintain the ability to identify procurements in which approval by the Board is in the best interest of the UNA.
- 2.4. When recommending contract awards to the Board for approval, UNA Staff shall provide the Board with a description of the Procurement Method undertaken, each bidder's tender, and the value of the award.
- 2.5. Where it is stated in this Policy that a requirement may be waived by the UNA, the authority to waive such requirement is pursuant to one's Awarding Authority. For example, the Procurement Method requirement for a purchase may be waived by a Manager if they could have authorized the purchase themselves.

3. Procurement Methods, Thresholds, and Awarding Authority

- 3.1. Subject to the spending and contracting authorities prescribed in the Delegation of Authority Policy, UNA Staff may commit the UNA to expenditures that are in accordance with the UNA's budget for the fiscal year and enter into contracts on behalf of the UNA.
- 3.2. Procurements with an anticipated value of \$50,000 or greater shall undergo Public Competitive Process.
- 3.3. The anticipated value thresholds in Appendix A shall guide the appropriate minimum Procurement Method and Awarding Authority.
 - 3.3.1. For greater certainty, receiving less bids or proposals than required by a Procurement Method does not constitute a violation of this Policy. For example, receiving two quotations when three quotations were requested is not a violation of this Policy.

4. Single Source, Sole Source, and Emergency Purchases

- 4.1. Where it can be demonstrated that, despite there being competitors in the market, conducting the minimum Procurement Method required by this Policy for a purchase would be impractical because
 - a) it would adversely affect a function of the UNA,
 - b) it would result in administrative costs that would exceed the benefit derived from that Procurement Method,
 - c) there is a need to obtain unique third-party skills, or

d) it would be cost-effective to maintain an existing Vendor for a specific task, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of a good or service from a particular Vendor (a “**Single Source Purchase**”).

4.2. Where it can be demonstrated that only one Vendor can provide a particular good or service, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of that particular good or service from that vendor (a “**Sole Source Purchase**”).

4.3. When an unforeseeable and urgent situation exists where the goods or services cannot be obtained in time by the minimum Procurement Method required by this Policy and the lack of goods or services may

- a) adversely affect a function of the UNA,
- b) harm or damage the UNA’s property or assets, or
- c) jeopardize the health or safety of individuals,

the Board or the Chief Administrative Officer may waive the Procurement Method requirements in this Policy and authorize the purchase of necessary goods or services (an “**Emergency Purchase**”).

5. Exemptions

5.1. The expenditures listed under Appendix B are exempted from the requirements in this Policy, but are subject to other applicable Board Policies.

6. Contract Terms and Change Orders

6.1. The maximum term of contract shall be five years, unless approved by the Board or the Chief Administrative Officer, subject to the spending and contracting authorities in other applicable Board Policies.

6.1.1. For greater certainty, the maximum term of contract includes the option to renew or extend a contract.

6.2. A contract may be extended past the maximum term of contract if the UNA is in the process of, or about to be in the process of, procuring the goods or services being provided under the expiring contract so as to complete the procurement process.

6.3. Change orders within the scope of a contract are not required to undergo further tender.

7. Vendor Performance

7.1. The UNA shall actively monitor the performance of Vendors and work with Vendors to resolve any minor performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Vendors may be subject to termination of a contract or disqualification from future business with the UNA.

7.2. The UNA shall conduct a review of a Vendor’s performance following the end of their respective contract’s term.



7.2.1. Where the UNA considers renewing a contract with a Vendor, the UNA shall complete a review of the respective vendor's performance by the deadline of which the UNA must decide whether to renew the contract or not.

8. Prequalified Vendor List

- 8.1. The UNA may prequalify Vendors that could be contracted by the UNA to provide goods or services in a timely manner or on a standing order.
- 8.2. The UNA may require that a Vendor provide rates, listing of equipment and experience, or term and conditions for the goods or services they may be contracted to provide in order to prequalify.

9. General

- 9.1. The dollar amounts stated in this Policy are exclusive of any taxes applicable to the purchases.
- 9.2. It is contrary to this Policy for two or more transactions to be entered into rather than a single transaction in order to avoid a limit on spending authority or undergoing a required Procurement Method.

Policy History & Information

Original Policy Approval Date

May 20, 2025

Next Review Date

May 20, 2028 (every three years)

Related Documents & Legislation

- UNA Delegation of Authority Board Policy (#01-14)
- UNA CAO Powers, Duties, and Functions Board Policy (#01-15)



APPENDIX A

PROCUREMENT VALUE THRESHOLDS

Anticipated Value	Awarding Authority (min.)	Procurement Method (min.)
\$7,500 or less	Manager	Request one quotation
\$7,500 - \$10,000	Manager	Request three quotations
\$10,000 - \$50,000	Chief Administrative Officer	Request three quotations
\$50,000 - \$100,000	Chief Administrative Officer	Public Competitive Process
\$100,000 or greater	Board	Public Competitive Process

APPENDIX B

LIST OF EXEMPTED EXPENDITURES

Expenditures for the following goods and services are exempt from the requirements in this Policy, but are subject to other applicable Board Policies:

- a) Rental, lease, or purchase of real property
- b) Legal and notary services
- c) Goods and services the supply of which is controlled by a statutory monopoly
- d) Treasury services, including banking, financial, and investment management services
- e) Utility services, including hydro, gas, and telecommunication charges
- f) Health and social services, including employee health insurance plans
- g) Insurance policies and insurance brokering services
- h) Professional development, including trainings, conferences, and membership dues
- i) General postage
- j) Employment contracts and human resources services
- k) Good and services provided by UBC or UBC Properties Trust



TITLE:	UNA Video Surveillance Policy	POLICY #01-10
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:	April 15, 2025	
EFFECTIVE:	April 15, 2025	

Purpose

The purpose of this Policy is to establish the guidelines for the requirements, installation, and use of UNA Video Surveillance Systems, and the access, use, retention, disclosure, and destruction of Recordings.

Scope

This Policy applies to all UNA employees and all UNA Video Surveillance Systems which are intended to ensure the security and safety of UNA Facilities, the individuals who use them, and the assets within them.

1. Definitions

- 1.1. **“UNA Facility”** means a facility (such as a building, a part of a building, or a land) that is either owned or occupied by the UNA.
- 1.2. **“Recording”** means information collected by and stored on a Video Surveillance System.
- 1.3. **“UNA Video Surveillance System”** means a system or device, operated by the UNA, that is capable of capturing identifiable images of individuals, in real-time or stored, and which may be used to monitor individuals, assets, or properties.

2. Roles and Responsibilities

- 2.1. The Chief Administrative Officer is responsible for the management of UNA Video Surveillance Systems, including:
 - a) authorizing and overseeing the installation, expansion, maintenance, or removal of UNA Video Surveillance Systems;
 - b) authorizing individuals to access and use UNA Video Surveillance Systems;
 - c) authorizing the disclosure of Recordings; and
 - d) ensuring compliance with this Policy and other related policies and procedures.
- 2.2. The Chief Administrative Officer may delegate the responsibilities and functions assigned to them in this Policy to other UNA employees.

3. Video Surveillance Purposes and Requirements

- 3.1. Subject to section 3.2, the UNA may install and use UNA Video Surveillance Systems within UNA Facilities, but only for achieving the following purposes:
 - a) to enhance the safety and security of individuals, assets, and property; and



- b) to assist in the investigation of suspected health and safety violations, illegal activity, or property loss or damage.

3.2. The UNA shall not install or use UNA Video Surveillance Systems

- a) to achieve the purposes stated in section 3.1 when alternative methods of supervision are reasonably practicable;
- b) to monitor areas where individuals have heightened expectations of privacy, such as changing rooms, washrooms, child minding areas, and locker rooms; or
- c) to monitor UNA employees, volunteers, and contractors for the purpose of performance management.

4. Installation, Placement, and Visibility

4.1. The UNA shall maintain documentation outlining each UNA Video Surveillance System's

- a) location;
- b) intended field of vision;
- c) hours of operation; and
- d) technical capabilities of the system (e.g. zoom, motion-activated).

4.2. UNA Video Surveillance Systems must not be hidden.

4.3. Where a UNA Video Surveillance System has been introduced, signage will be displayed at all primary entrances and exits, and areas of the UNA Facility under video surveillance. Such signage must clearly state that surveillance takes place within the respective area and provide the UNA's contact information for inquiries.

5. Use, Access, and Disclosure

5.1. UNA Video Surveillance Systems and Recordings shall only be accessed and used by the Chief Administrative Officer and individuals authorized, in whole or in part, by the Chief Administrative Officer.

5.1.1. For greater certainty, live viewing is considered a use of UNA Video Surveillance Systems.

5.2. Individuals authorized to access and use UNA Video Surveillance Systems and Recordings shall receive training on the technical use of the systems and the privacy obligations they must adhere to.

5.3. Recordings may be disclosed and used for the purposes of aiding in a law enforcement investigation or legal matter, or addressing a health or safety concern.

6. Retention and Destruction

6.1. Subject to section 6.2, Recordings shall be retained for 30 days, after which they shall be automatically deleted.

6.2. If a Recording is to be used, or anticipated to be used, for a purpose stated in section 5.3, then the UNA shall retain the Recording for at least one year after serving its purpose.



6.3. Retention and destruction of Recordings are handled in accordance with the UNA Records Management Board Policy (#01-18).

Policy History & Information

Original Policy Approval Date	October 13, 2015
Policy First Amended Date	April 15, 2025
Next Review Date	April 15, 2028 (every three years)

Related Documents & Legislation

- *Personal Information Protection Act*, SBC 2003, c. 63
- UNA Community Privacy Board Policy
- UNA Records Management Board Policy

SUBJECT:	Records Management	POLICY #01-18
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:	November 2023	
AMENDED:	–	
REVIEWED	–	

Purpose

The University Neighbourhoods Association (“UNA”) is required by sections 20 and 23 of the *Societies Act* (SBC 2015, c.18) to keep and maintain specified records.

The purposes of this Policy are:

- to ensure that the UNA’s records are created, maintained, stored, classified, retained, and dispositioned in an effective, efficient, and secure manner;
- to establish the authority and responsibilities with respect to the management and governance of records and information; and
- to maintain the preservation, protection, and privacy of records and information.

Scope

This Policy, and any other relevant procedures established for the purposes of effectively implementing this Policy, apply to all Board Directors, departments of the UNA, employees, volunteers, and contractors; and all information and records in the custody and/or under control of the UNA.

The requirements of this Policy apply to any other policy or procedure that deals with or refers to UNA records either expressly or by implication. In the event of a conflict between this Policy and any other UNA policy, the conflict will be resolved by the Chief Administrative Officer.

1. Definitions

- 1.1. **Record** means recorded information in any form or medium, received, created, or maintained by the UNA that is related to the functions and operations of the UNA.
- 1.2. **Records Management Manual** means an instructional document that outlines the procedures to create, receive, prepare, process, store, retain, and dispose of records.
- 1.3. **Records Classification and Retention Schedule** means a control document used to arrange business functions, activities and/or records into categories (i.e., classifications). These classifications are then associated through the use of a classification code with a retention schedule which meets or exceeds the time periods

required by legal and business needs. UNA files are organized according to the classification categories and the associated retention schedules are applied to each file.

2. Roles and Responsibilities

- 2.1. The Board has oversight responsibility for ensuring that the UNA has the appropriate procedures and resources for the management of Records in a manner that is consistent with the UNA's legal, administrative, and operational requirements.
- 2.2. Pursuant to the CAO Powers, Duties, and Functions Policy (#01-15), the Chief Administrative Officer is responsible for the maintenance of all UNA Records. The Chief Administrative Officer may appoint or delegate this responsibility, as well as other responsibilities assigned to them in this Policy and other relevant established procedures, to a person or persons in order to fulfill the functions of the position.
- 2.3. Persons in charge of departments are responsible for ensuring that Records of their respective departments are managed in accordance with this Policy and other relevant established procedures.
- 2.4. All Board Directors, employees, volunteers, and contractors have a responsibility to take appropriate measures to maintain the privacy and security of personal or confidential Records.
- 2.5. All Board Directors, employees, volunteers, and contractors have a responsibility to report any actual or potential procedural breaches, security incidents, privacy breaches, or litigation concerning the UNA's Records to the Chief Administrative Officer.

3. Records Management

- 3.1. All Records in the custody of Board Directors, employees, volunteers, and contractors are owned by the UNA and are subject to its overall control.
- 3.2. The Chief Administrative Officer will issue and manage the Records Classification and Retention Schedule and Records Management Manual for the purposes of providing information on the management of Records in a manner that is consistent with the UNA's legal, administrative, and operational requirements.
- 3.3. All Records must be maintained, classified, retained, and disposed of according to the UNA's Records Classification and Retention Schedule and the Records Management Manual.



History and Policy Information

Approval Date

Review Date

Related Documents and Legislation

- *Personal Information Protection Act* (SBC 2003, c. 63)
- *Societies Act* (SBC 2015, c. 18)
- UNA Community Privacy Policy (#01-04)
- UNA Video Surveillance Policy (#01-10)
- UNA Video Surveillance – Old Barn Community Centre Policy (#01-11)
- UNA CAO Powers, Duties and Functions Policy (#01-15)
- UNA Records Classification and Retention Schedule
- UNA Records Management Manual

SUBJECT:	UNA Professional Development Policy	POLICY HR-10
CATEGORY:	Human Resources	
AUTHORITY	Chief Administrative Officer	
ADOPTED:		
REVIEWED:		

Purpose

The objective of this policy is to support employees who wish to further their professional development, upgrade their skills, and enhance their contributions to the organization. Providing professional development to UNA employees is an investment in their careers and the organization's future.

Scope

This policy applies to regular, full-time employees who have successfully completed their probationary period.

1. Definitions:

1.1. **"Regular, full-time"** are those employees hired for an indefinite period (not temporary or contract) to work a consistent, full weekly schedule

1.2. **"Employee"** any individual hired by the UNA to perform work or services in exchange for wages or a salary, excluding external contractors.

2. Policy Statement

It is the employee's responsibility to seek out the courses and other training that will enhance their career development and is in line with the organization's mandate. Professional development can be obtained through attendance at seminars, conferences, workshops, educational courses or webinars, and, where applicable, eligible post-secondary programs that will assist the employee in performing their essential job functions and increase the employee's contribution to the organization. Staff are responsible for providing all documentation related to the training to their departmental manager for approval and processing and are responsible for registering and planning any professional development they undertake.

3. Eligible Expenses

3.1. Eligible costs or payment for training by the UNA will be determined on a case-by-case basis and upon the departmental manager's approval.

3.2. Each departmental manager will be assigned a specific amount for a fiscal year based on the budget available and number of employees in their department.

3.3. Depending on the cost of the training, an employee may be asked to enter into a repayment agreement, which is meant to cover the possibility of an employee resigning after receiving training.

3.3.1. The repayment amounts and timelines are subject to the sole discretion of the UNA.

3.4. The UNA will generally pay for a membership fee, license, or professional designation required by an employee to undertake their position, upon departmental manager's approval.

3.5. To be considered for reimbursement, employees are required to advise their departmental manager ahead of time to factor that into the yearly budget.

3.6. The training and professional development amount for each department will vary per fiscal year depending on the UNA's annual budget.

3.6.1. The amount will be communicated to the departmental manager at the beginning of each fiscal year.

4. Approval Procedures

Training Courses/Seminars/Conferences

4.1. Employees must request permission from their departmental manager for approval to attend and receive reimbursement for the desired professional development.

4.2. The request must include:

- 4.2.1. An overview of the applicable training or conference,
- 4.2.2. the purpose,
- 4.2.3. job relevance,
- 4.2.4. cost,
- 4.2.5. dates and times of coursework
- 4.2.6. the name of the institution or source of training.
- 4.2.7. An Application for Professional Development Forms

4.3. Since this process may take time, it is the sole responsibility of the employee to communicate with their departmental manager and allow sufficient time for the process to take place.

4.4. Approval of training requests will be based on numerous factors including but not limited to:

- 4.4.1. Ability of the UNA to accommodate any time off (if applicable).
- 4.4.2. Relevance to position.
- 4.4.3. Potential benefit to the company.
- 4.4.4. Organizational priorities.
- 4.4.5. Funds available.
- 4.4.6. Order in which requests are received.
- 4.4.7. Funds allocated to the employee to date.

4.5. The departmental managers and Chief Administrative Officer (CAO) reserve the right to approve or reject any request.

4.6. The departmental manager will advise staff whether their requests have been accepted and will advise of any restrictions or conditions which will apply.

5. Guidelines for Reimbursement

Training Courses/Seminars/Conferences

- 5.1. Applications for professional development should be submitted to the departmental manager for approval before registration in the course, conference, or seminar.
- 5.2. For a credit course, original payment receipts must accompany final transcript of marks (where appropriate) by no later than March 31st of the fiscal year in which the course was taken.
- 5.3. No reimbursement will be granted in cases where the employee has failed to attend or has not attained a passing grade in the course.
- 5.4. With respect to non-credit courses, day seminars, workshops, or conferences, original receipts must be provided.
- 5.5. All training reimbursement will be processed via separate cheque or added to the employee's pay depending on whether the course is deemed a taxable or a non-taxable benefit as defined by the Canada Revenue Agency.

Membership fees, Licenses & Designations

- 5.6. Employees whose roles require them to have professional membership, licenses, or designations, should provide a copy of their membership fee, registration form or renewal form to their manager for approval in a timely manner.
 - 5.6.1. The UNA can issue payment directly to the according organization or reimburse the employee for their payments.

Travel Expense Reimbursement

- 5.7. Where attendance requires absence for less than 24-hours from place of residence:
 - 5.7.1. Vehicle expenses as per the UNA Business Policy (FIN -17) and,
 - 5.7.2. Actual cost of meals to a daily maximum of \$61 (\$14 for breakfast, \$17 for lunch and \$30 for dinner).
- 5.8. Where attendance requires absence for greater than 24-hours from place of residence:
 - 5.8.1. Return economy air transportation, or
 - 5.8.2. Where scheduled air transportation is not suitable, vehicle expenses as per the UNA Business Expenses Policy (FIN-17) to a limit of no more than the cost of available air transportation; and
- 5.9. A per diem rate of \$85 per day without receipts to cover all meals, gratuities, and other miscellaneous costs.
 - 5.9.1. The per diem rate for the day of departure or day of return will be calculated on a prorated basis with one half the per diem payable for any portion of the day prior to 2:00 pm and one half the per diem payable for any portion of the day after 2:00 pm.
 - 5.9.2. If meals are included in the event registration fees, then the cost of those meals will be deducted from the per diem rate in accordance with the table below:

Meal	Per Diem Allowance
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00

5.10. The actual cost for single room hotel accommodation, not to exceed the event rate or government rate at the site of the event, subject to availability.

5.10.1. Hotel parking, business calls, postage or other business incidentals necessarily incurred and included in the hotel bill will be paid by the UNA and is not part of the per diem rate.

5.10.2. Carpooling is encouraged when multiple employees are travelling to the same event.

6. Training Requiring Leave of Absence

6.1. Any training or development program which requires a leave of absence must be directly related to current job and position.

6.2. The employee may be eligible to receive some or all the time off depending upon the business needs.

6.3. Total time allowed is at the discretion of the department manager.

7. Roles and Responsibilities:

STAKEHOLDER	RESPONSIBILITIES
CAO	- Approve and formally support this policy - Approve all departmental managers' requests
Finance Manager	- Tax review to maintain compliance of related tax issues of this policy - Provide annual training budget to departments
Departmental Managers	- Review departmental requests and provide approval - Provide training and membership amount for budget approval
Employee	- Submit requests and provide supporting paperwork - Attend professional development courses as needed

Policy History & Information

Approval Date

Review Date

Related Documents and Legislation

UNA Professional Development Policy HR-10



SUBJECT:	UNA SPONSORSHIP	POLICY ADM-22
CATEGORY:	ADMINISTRATION	
AUTHORITY:	BOARD OF DIRECTORS	
ADOPTED:		
EFFECTIVE:		

Purpose

This policy provides a framework for the University Neighbourhoods Association (UNA) to solicit, evaluate, and, if appropriate, accept sponsorships from external organizations.

Scope

Sponsorship is defined as a mutually beneficial exchange arranged in advance whereby the sponsor receives value in return for cash or goods- or services-in-kind provided to the UNA. As a result of this sponsorship, the UNA obtains support for a specified activity, and the sponsor receives acknowledgement in return for cash and/or products and services-in-kind to the UNA.

This policy is designed to be mindful of the UNA's status as a non-profit organization.

1. Policy

1.1. As a non-profit organization, the UNA actively encourages individuals, corporations, institutions, and other organizations to become sponsors in support of its organizational efforts.

1.2. The purpose of sponsorships is to increase the UNA's ability to deliver services and to achieve the strategic goals of the UNA.

1.3. The UNA welcomes sponsorship support of its organizational efforts in the following (but not limited to) areas:

1.3.1. Public Events

1.3.2. Volunteer Appreciation Events

1.3.3. Camps

1.3.4. Any other project or event which includes a significant number of participants and/or attracts a high level of community attention.

To achieve the goals of this policy, the UNA will:

1.4. solicit sponsorships.

1.5. review sponsorships offered to support its operations; and

1.6. enter into sponsorship agreements with sponsors it deems appropriate under this policy.

2. Requirements

2.1. Sponsorships must be accompanied by a formal written agreement documenting:

- 2.1.1. the terms of the sponsorship and
- 2.1.2. defining what the UNA will provide to the sponsor.

2.2. The terms of sponsorship agreements will vary from sponsor to sponsor depending on the negotiations between the sponsor and the UNA.

2.3. The UNA will not accept sponsorships that:

- 2.3.1. reflect in a negative manner on the UNA.
- 2.3.2. do not align with its mission statement; and/or
- 2.3.3. are not in the best interests of the UNA.

3. Limitations:

- 3.1. The UNA does not endorse, directly or by implication, any products or services.
- 3.2. Accepting a sponsorship does not imply endorsement of products or services by the UNA.
- 3.3. A sponsorship does not automatically imply any exclusive arrangement with the UNA.
- 3.4. The UNA retains control over any sponsored program, and
 - 3.4.1. sponsors are not provided input into operational matters relating to a sponsored project.
- 3.5. The UNA reserves the right to:
 - 3.5.1. refuse or decline any offer of sponsorship at its absolute discretion or
 - 3.5.2. to negotiate with the sponsor concerning any aspect of a proposed sponsorship.
 - 3.5.3. cancel a sponsorship if the result of maintaining it brings the UNA's public reputation and/or integrity into disrepute.

4. Responsibilities:

4.1. UNA Board of Directors and Chief Administrative Officer:

- 4.1.1. The Board of Directors will receive reports from the Chief Administrative Officer (CAO) regarding all sponsorships.
- 4.1.2. The CAO will receive reports from the Recreation Manager regarding all sponsorships contained within the monthly Recreation Report.
- 4.1.3. All sponsorship proposals will be brought forward to the CAO for review.
- 4.1.4. Any sponsorship proposals exceeding \$30,000 in value will be brought forward to the UNA Board of Directors for review.
- 4.1.5. The CAO is responsible for deciding whether sponsorships valued at less than \$30,000 will be solicited and/or accepted based on an assessment of the UNA's Constitution and Strategic Priorities.
- 4.1.6. The Board of Directors will cancel any gift/donation or sponsorship if its effect is to bring the public reputation and/or integrity of the UNA into disrepute.

4.3. UNA Recreation Manager or Designate

4.3.1. The UNA Recreation Manager or designate is responsible for drafting, signing and forwarding to the CAO for signature the formal written agreement or confirmation with the sponsor or designate setting out the terms of the sponsorship, including any recognition to be provided to the sponsor.

Policy History & Information

Approval Date:

Review Date:

TITLE:	UNA Media Relations	POLICY COM-04
CATEGORY:	Communications	
AUTHORITY:	Board of Directors	
ADOPTED:		
EFFECTIVE:		

Purpose

The purposes of this Policy are:

- to establish consistent media relations practices.
- to establish a chain of command for handling media inquiries.
- to establish spokespersons for the UNA who are authorized to speak on behalf of the organization; and
- to ensure consistent messaging during media interviews.

Scope

This policy applies to all Board Directors, employees, and volunteers.

1. Definitions

- 1.1. **“Media”** and **“Media Outlet”** mean news outlets, for example: newspapers, magazines, television outlets, radio and internet publications.
- 1.2. **“Media Contact”** means the Communications Manager and, in the absence of that individual, the CAO.
- 1.3. **“Spokesperson”** means a representative of the UNA who is authorized to speak on behalf of the organization.
- 1.4. **“CAO”** means the Chief Administrative Officer.

2. Media Contacts

- 2.1. All requests from the Media should be directed to the Media Contact.
- 2.2. The Media Contact gathers information and evaluates whether the request falls under the UNA’s purview; liaises with the Spokespersons; assists in scheduling the interview; and prepares the Spokespersons for the interview.

3. Spokespersons

- 3.1. The Chair and the CAO serve as the Spokespersons.
 - 3.1.1. The Chair or the CAO may delegate the responsibility of Spokesperson to a representative they consider to be a more suitable subject-matter expert.
- 3.2. Media training can be provided to Spokespersons or their delegates, should it be deemed necessary.



4. Board Directors, Staff, and Volunteers

- 4.1. Board Directors, employees, and volunteers who are not Spokespersons are asked to refrain from speaking on behalf of the UNA without prior consultation with the Media Contact.
- 4.2. If they are approached by the Media for information on matters related to the UNA's operations, they should refer the Media Outlet to the Media Contact, who will do the initial assessment to determine a course of action.

5. Media Relations Practices

- 5.1. Media Contacts and Spokespersons should respond to inquiries from the Media using the following principles and practices:
 - 5.1.1. The UNA is a knowledgeable, trustworthy, transparent and fiscally-sound decision-maker, and community-centered organization and should be positioned as such during interviews with the Media.
 - 5.1.2. The UNA welcomes inquiries from the Media that are relevant to its purview, and its Media Contacts are accessible to reporters and Media Outlets.
 - 5.1.3. The UNA makes every possible effort to respond directly to questions from the Media if the topic is within its purview. If the UNA is unable to meet the Media Outlet's deadline, the UNA will decline the interview as soon as possible
 - 5.1.4. Media Contacts and Spokespersons may establish procedures or create tools to help them evaluate and respond to requests from the Media more effectively and efficiently as long as they adhere to the rules and principles set forth in this Policy.

Policy History & Information

Approval Date

Review Date

Related Documents & Legislation

- UNA Media Relations Procedures and Guidelines



TITLE:	UNA Childcare Policy	POLICY ADM-06
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:		
EFFECTIVE		

Purpose

The purpose of this policy is to:

- Provide childcare solutions to UNA non-resident, full-time employees, who are not otherwise eligible for UNA managed childcare.
- Maintain a high level of employee satisfaction and morale.
- Attract and retain employees in key positions and reduce turnover.
- Advocate for more childcare spaces within the UNA neighbourhoods

Scope

This policy applies to all UNA childcare spaces and childcare users.

1. Definitions

1.1. “**Employee**” any individual hired by the UNA to perform work or services in exchange for wages or a salary, excluding external contractors.

1.2. “**Regular, full-time**” are those employees hired for an indefinite period (not temporary or contract) to work a consistent, full weekly schedule

1.3. “**Resident**” means an individual that resides within the UNA neighbourhoods.

1.4. “**Non-resident**” means an individual that does not reside within the UNA neighbourhoods.

1.5. “**UBC**” means University of British Columbia

1.6. “**UNA**” means University Neighbourhoods Association

2. Policy

The University Neighbourhoods Association (UNA) is committed to providing childcare solutions to our employees at childcare facilities operated on UNA premises. Childcare spaces for UNA employees are important in attracting and retaining employees and reducing turnover. These spaces are also important for the livability of the area for families with children.

3. Designated Spaces

3.1. Never more than a maximum of (five) 5% of UNA managed childcare spaces shall be made available for UNA non-resident full-time employees in any calendar year.

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3.2. Spaces shall be made available based on the following priorities:

1st priority – UNA residents not affiliated with UBC

2nd priority – UNA non-resident, full-time staff to a maximum of 5% of UNA childcare spaces

3rd priority – UNA residents affiliated with UBC

4th priority – non-residents affiliated with UBC

5th priority – General public

4. Cost

4.1 The cost of childcare for UNA employees will be the same as the cost for the general public.

4.2 When and where possible, advocacy for affordable childcare spaces should be prioritized.

Policy History & Information

Approval Date

Review Date



TITLE:	UNA Capital Reserve Policy	POLICY FIN-14
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:		
EFFECTIVE:		

Purpose

This Policy applies with respect to transfers to the Capital Reserve, the uses of the Capital Reserve, and withdrawals from the Capital Reserve.

1. Definitions

- 1.1 **“Board”** means The UNA Board of Directors.
- 1.2. **“Capital Asset”** means a tangible or intangible property that has a useful life of more than one year.
- 1.3 **“Capital Expenditure”** means an expenditure for the acquisition of a Capital Asset or for the improvement, maintenance, or repair of a Capital Asset.
- 1.4 **“Capital Reserve”** means the capital reserve account in the UNA’s financial accounts.
- 1.5 **“Finance Committee”** means the UNA Finance and Audit Committee.
- 1.6 **“UNA”** means University Neighbourhoods Association.
- 1.7 **“Unrestricted Fund”** means the unrestricted fund account in the UNA’s financial accounts.

2. Transfers to the Capital Reserve

2.1 Board Direction

Amounts are to be transferred from the Unrestricted Fund to the Capital Reserve on the direction of the Board.

2.2 Committee Recommendation

After the end of each fiscal year, the Finance Committee shall recommend to the Board an amount to be transferred to the Capital Reserve.

2.3 Amount of Transfer

Unless the Finance Committee has reasons to recommend a different amount, the amount of the transfer it recommends after the end of a fiscal year is to approximately equal the amount of the amortization of capital assets in the UNA’s financial accounts for the year minus the amount of the amortization of deferred capital contributions.

2.4 Board-Initiated Transfer

The Board may, at any time, direct the transfer of an amount from the Unrestricted Fund to the Capital Reserve without a recommendation from the Finance and Audit Committee.

- 2.5 **Interest.** At the end of each fiscal year, an amount is to be transferred from the Unrestricted Fund to the Capital Reserve equal to the estimated amount of investment earnings during the year on UNA investments reasonably attributable to the Capital Reserve.
- 2.6 **Limitation.** Notwithstanding sections 3.1 to 3.5, an amount transferred from the Unrestricted Fund to the Capital Reserve may not exceed the balance in the Unrestricted Fund immediately before the transfer.

3. Uses of the Capital Reserve

- 3.1 **Permissible Uses.** Subject to sections 4.2 and 4.3, the Capital Reserve is to be used to fund Capital Expenditures made for the following purposes:
 - (a) to acquire Capital Assets that replace Capital Assets;
 - (b) having regard to the amounts projected to be required to acquire Capital Assets referred to in (a), to acquire Capital Assets other than Capital Assets referred to in (a);
 - (c) to improve Capital Assets;
 - (d) to make major repairs to, or to perform major maintenance on, Capital Assets;
 - (e) to make minor emergency repairs to Capital Assets; and
 - (f) other purposes relating to Capital Assets approved by the Board.
- 3.2 **Limitation to UNA Assets.** Section 4.1 applies only with respect to Capital Assets that are owned by, or are to be acquired by, the UNA.
- 3.3 **Other Funding Sources.** Except as otherwise determined by the Board, section 4.1 does not apply with respect to a Capital Expenditure to the extent that other sources of non-debt funding are available for the expenditure.

4. Withdrawals from the Capital Reserve

4.1 Capital Budget

The amount of a Capital Expenditure may be withdrawn from the Capital Reserve if the expenditure is included in the UNA's approved capital budget for a fiscal year and the funding source for the expenditure is stated to be the Capital Reserve.

- 4.2 **Board Authorization.** If section 5.1 does not apply with respect to a Capital Expenditure, the amount of the expenditure may be withdrawn from the Capital Reserve only if the Board authorizes the withdrawal in an open session of a Board meeting.



5. Revision of Policy

5.1 Finance Manager

The Finance Manager will periodically consider whether revisions should be made to this Policy and will propose revisions in a report to the Finance Committee.

5.2 Finance Committee

The Finance Committee may direct the Finance Manager to consider whether revisions should be made to this Policy and to report back to the committee with proposed revisions, if any.

5.3 Recommendations for Revisions

The Finance Committee shall consider revisions to this Policy proposed by the Finance Manager and proposals for revisions from committee members. If the Finance Committee determines that revisions should be made, it shall recommend the revisions to the Board.

5.4 Board-Initiated Revisions

The Board may make revisions to this Policy that have not been recommended by the Finance Committee.

Policy History & Information

Approval Date	January 16, 2024
Review Date	November 19, 2027 (every three years)

Related Documents & Legislation

- N/A

TITLE:	UNA Procurement Policy	POLICY FIN-15
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:		
EFFECTIVE:		

Purpose

The purpose of this Policy is to establish the guidelines for the procurement of goods and services and ensure that the UNA receives the best value in its acquisition of goods and services.

Scope

This Policy applies to the procurement of all goods and services by the UNA, apart from those goods and services identified in Appendix B.

1. Definitions

- 1.1. **“Awarding Authority”** means the authority to commit the UNA to expenditures that are in accordance with the UNA’s budget for the fiscal year and enter into contracts on behalf of the UNA.
- 1.2. **“Delegation of Authority Policy”** means the UNA Delegation of Authority Board Policy, as amended or replaced from time to time.
- 1.3. **“Emergency Purchase”** has the meaning given in section 4.3.
- 1.4. **“Manager”** means an individual holding any of the following positions within the UNA:
 - a) Communications Manager,
 - b) Finance Manager,
 - c) Operations Manager, or
 - d) Recreation Manager.
- 1.5. **“Procurement Method”** means the method by which the UNA solicits bids or proposals for the acquisition of goods and/or services. A Procurement Method can entail, but is not limited to, direct award, soliciting quotes (formally or informally), or Public Competitive Process.
- 1.6. **“Public Competitive Process”** means a process whereby the UNA solicits bids or proposals from the public marketplace in a fair and open competition, and that the solicitation will be publicly advertised on the UNA’s website or other public tendering platform.
- 1.7. **“Single Source Purchase”** has the meaning given in section 4.1.
- 1.8. **“Sole Source Purchase”** has the meaning given in section 4.2.
- 1.9. **“Vendor”** means a supplier, contractor, or consultant that provides, or will provide, goods or services to the UNA.

2. Roles and Responsibilities

- 2.1. The Board is responsible for the oversight of the UNA's procurement activities as established in this Policy and approved expenditures through the UNA's budgets.
- 2.2. UNA Staff are responsible for the management and operation of the UNA's procurement activities. This responsibility includes defining the scope of work and specifications of each procurement, determining the appropriate Procurement Method for each procurement, awarding contracts to successful Vendors, and monitoring the performance of Vendors.
- 2.3. The Board maintains the ability to identify specific procurements of interest that require additional approval by the Board, in addition to its authority to approve contract awards required by this Policy. UNA Staff maintain the ability to identify procurements in which approval by the Board is in the best interest of the UNA.
- 2.4. When recommending contract awards to the Board for approval, UNA Staff shall provide the Board with a description of the Procurement Method undertaken, each bidder's tender, and the value of the award.
- 2.5. Where it is stated in this Policy that a requirement may be waived by the UNA, the authority to waive such requirement is pursuant to one's Awarding Authority. For example, the Procurement Method requirement for a purchase may be waived by a Manager if they could have authorized the purchase themselves.

3. Procurement Methods, Thresholds, and Awarding Authority

- 3.1. Subject to the spending and contracting authorities prescribed in the Delegation of Authority Policy, UNA Staff may commit the UNA to expenditures that are in accordance with the UNA's budget for the fiscal year and enter into contracts on behalf of the UNA.
- 3.2. Procurements with an anticipated value of \$50,000 or greater shall undergo Public Competitive Process.
- 3.3. The anticipated value thresholds in Appendix A shall guide the appropriate minimum Procurement Method and Awarding Authority.
 - 3.3.1. For greater certainty, receiving less bids or proposals than required by a Procurement Method does not constitute a violation of this Policy. For example, receiving two quotations when three quotations were requested is not a violation of this Policy.

4. Single Source, Sole Source, and Emergency Purchases

- 4.1. Where it can be demonstrated that, despite there being competitors in the market, conducting the minimum Procurement Method required by this Policy for a purchase would be impractical because
 - a) it would adversely affect a function of the UNA,
 - b) it would result in administrative costs that would exceed the benefit derived from that Procurement Method,
 - c) there is a need to obtain unique third-party skills, or
 - d) it would be cost-effective to maintain an existing Vendor for a specific task,
 the UNA may waive the Procurement Method requirements in this Policy and authorize

the purchase of a good or service from a particular Vendor (a “**Single Source Purchase**”).

- 4.2. Where it can be demonstrated that only one Vendor can provide a particular good or service, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of that particular good or service from that vendor (a “**Sole Source Purchase**”).
- 4.3. When an unforeseeable and urgent situation exists where the goods or services cannot be obtained in time by the minimum Procurement Method required by this Policy and the lack of goods or services may
 - a) adversely affect a function of the UNA,
 - b) harm or damage the UNA’s property or assets, or
 - c) jeopardize the health or safety of individuals,
 the Board or the Chief Administrative Officer may waive the Procurement Method requirements in this Policy and authorize the purchase of necessary goods or services (an “**Emergency Purchase**”).

5. Exemptions

- 5.1. The expenditures listed under Appendix B are exempted from the requirements in this Policy but are subject to other applicable Board Policies.

6. Contract Terms and Change Orders

- 6.1. The maximum term of contract shall be five years, unless approved by the Board or the Chief Administrative Officer, subject to the spending and contracting authorities in other applicable Board Policies.
 - 6.1.1. For greater certainty, the maximum term of contract includes the option to renew or extend a contract.
- 6.2. A contract may be extended past the maximum term of contract if the UNA is in the process of, or about to be in the process of, procuring the goods or services being provided under the expiring contract so as to complete the procurement process.
- 6.3. Change orders within the scope of a contract are not required to undergo further tender.

7. Vendor Performance

- 7.1. The UNA shall actively monitor the performance of Vendors and work with Vendors to resolve any minor performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Vendors may be subject to termination of a contract or disqualification from future business with the UNA.
- 7.2. The UNA shall conduct a review of a Vendor’s performance following the end of their respective contract’s term.
 - 7.2.1. Where the UNA considers renewing a contract with a Vendor, the UNA shall complete a review of the respective vendor’s performance by the deadline of which the UNA must decide whether to renew the contract or not.



8. Prequalified Vendor List

- 8.1. The UNA may prequalify Vendors that could be contracted by the UNA to provide goods or services in a timely manner or on a standing order.
- 8.2. The UNA may require that a Vendor provide rates, listing of equipment and experience, or term and conditions for the goods or services they may be contracted to provide in order to prequalify.

9. General

- 9.1. The dollar amounts stated in this Policy are exclusive of any taxes applicable to the purchases.
- 9.2. It is contrary to this Policy for two or more transactions to be entered into rather than a single transaction in order to avoid a limit on spending authority or undergoing a required Procurement Method.

Policy History & Information

Original Policy Approval Date

Next Review Date

Related Documents & Legislation

- UNA Delegation of Authority Board Policy
- UNA CAO Powers, Duties, and Functions Board Policy



APPENDIX A

PROCUREMENT VALUE THRESHOLDS

Anticipated Value	Awarding Authority (min.)	Procurement Method (min.)
\$7,500 or less	Manager	Request one quotation
\$7,500 - \$10,000	Manager	Request three quotations
\$10,000 - \$50,000	Chief Administrative Officer	Request three quotations
\$50,000 - \$100,000	Chief Administrative Officer	Public Competitive Process
\$100,000 or greater	Board	Public Competitive Process

APPENDIX B

LIST OF EXEMPTED EXPENDITURES

Expenditures for the following goods and services are exempt from the requirements in this Policy, but are subject to other applicable Board Policies:

- a) Rental, lease, or purchase of real property
- b) Legal and notary services
- c) Goods and services the supply of which is controlled by a statutory monopoly
- d) Treasury services, including banking, financial, and investment management services
- e) Utility services, including hydro, gas, and telecommunication charges
- f) Health and social services, including employee health insurance plans
- g) Insurance policies and insurance brokering services
- h) Professional development, including trainings, conferences, and membership dues
- i) General postage
- j) Employment contracts and human resources services
- k) Goods and services provided by UBC or UBC Properties Trust



TITLE:	UNA Video Surveillance Policy	POLICY ADM-10
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:		
EFFECTIVE:		

Purpose

The purpose of this Policy is to establish the guidelines for the requirements, installation, and use of UNA Video Surveillance Systems, and the access, use, retention, disclosure, and destruction of Recordings.

Scope

This Policy applies to all UNA employees and all UNA Video Surveillance Systems which are intended to ensure the security and safety of UNA Facilities, the individuals who use them, and the assets within them.

1. Definitions

- 1.1. **“UNA Facility”** means a facility (such as a building, a part of a building, or a land) that is either owned or occupied by the UNA.
- 1.2. **“Recording”** means information collected by and stored on a Video Surveillance System.
- 1.3. **“UNA Video Surveillance System”** means a system or device, operated by the UNA, that is capable of capturing identifiable images of individuals, in real-time or stored, and which may be used to monitor individuals, assets, or properties.

2. Roles and Responsibilities

- 2.1. The Chief Administrative Officer is responsible for the management of UNA Video Surveillance Systems, including:
 - a) authorizing and overseeing the installation, expansion, maintenance, or removal of UNA Video Surveillance Systems;
 - b) authorizing individuals to access and use UNA Video Surveillance Systems;
 - c) authorizing the disclosure of Recordings; and
 - d) ensuring compliance with this Policy and other related policies and procedures.
- 2.2. The Chief Administrative Officer may delegate the responsibilities and functions assigned to them in this Policy to other UNA employees.

3. Video Surveillance Purposes and Requirements

- 3.1. Subject to section 3.2, the UNA may install and use UNA Video Surveillance Systems within UNA Facilities, but only for achieving the following purposes:
 - a) to enhance the safety and security of individuals, assets, and property; and



- b) to assist in the investigation of suspected health and safety violations, illegal activity, or property loss or damage.

3.2. The UNA shall not install or use UNA Video Surveillance Systems

- a) to achieve the purposes stated in section 3.1 when alternative methods of supervision are reasonably practicable;
- b) to monitor areas where individuals have heightened expectations of privacy, such as changing rooms, washrooms, child minding areas, and locker rooms; or
- c) to monitor UNA employees, volunteers, and contractors for the purpose of performance management.

4. Installation, Placement, and Visibility

4.1. The UNA shall maintain documentation outlining each UNA Video Surveillance System's

- a) location;
- b) intended field of vision;
- c) hours of operation; and
- d) technical capabilities of the system (e.g. zoom, motion-activated).

4.2. UNA Video Surveillance Systems must not be hidden.

4.3. Where a UNA Video Surveillance System has been introduced, signage will be displayed at all primary entrances and exits, and areas of the UNA Facility under video surveillance. Such signage must clearly state that surveillance takes place within the respective area and provide the UNA's contact information for inquiries.

5. Use, Access, and Disclosure

5.1. UNA Video Surveillance Systems and Recordings shall only be accessed and used by the Chief Administrative Officer and individuals authorized, in whole or in part, by the Chief Administrative Officer.

5.1.1. For greater certainty, live viewing is considered a use of UNA Video Surveillance Systems.

5.2. Individuals authorized to access and use UNA Video Surveillance Systems and Recordings shall receive training on the technical use of the systems and the privacy obligations they must adhere to.

5.3. Recordings may be disclosed and used for the purposes of aiding in a law enforcement investigation or legal matter, or addressing a health or safety concern.

6. Retention and Destruction

6.1. Subject to section 6.2, Recordings shall be retained for 30 days, after which they shall be automatically deleted.

6.2. If a Recording is to be used, or anticipated to be used, for a purpose stated in section 5.3, then the UNA shall retain the Recording for at least one year after serving its purpose.



6.3. Retention and destruction of Recordings are handled in accordance with the UNA Records Management Board Policy

Policy History & Information

Approval Date

Review Date

Related Documents & Legislation

- *Personal Information Protection Act*, SBC 2003, c. 63
- UNA Community Privacy Board Policy
- UNA Records Management Board Policy

SUBJECT:	UNA Records Management	POLICY ADM-18
CATEGORY:	Administration	
AUTHORITY:	Board of Directors	
ADOPTED:	November 2023	
AMENDED:	–	
REVIEWED	–	

Purpose

The University Neighbourhoods Association (“UNA”) is required by sections 20 and 23 of the *Societies Act* (SBC 2015, c.18) to keep and maintain specified records.

The purposes of this Policy are:

- to ensure that the UNA’s records are created, maintained, stored, classified, retained, and dispositioned in an effective, efficient, and secure manner;
- to establish the authority and responsibilities with respect to the management and governance of records and information; and
- to maintain the preservation, protection, and privacy of records and information.

Scope

This Policy, and any other relevant procedures established for the purposes of effectively implementing this Policy, apply to all Board Directors, departments of the UNA, employees, volunteers, and contractors; and all information and records in the custody and/or under control of the UNA.

The requirements of this Policy apply to any other policy or procedure that deals with or refers to UNA records either expressly or by implication. In the event of a conflict between this Policy and any other UNA policy, the conflict will be resolved by the Chief Administrative Officer.

1. Definitions

- 1.1. **Record** means recorded information in any form or medium, received, created, or maintained by the UNA that is related to the functions and operations of the UNA.
- 1.2. **Records Management Manual** means an instructional document that outlines the procedures to create, receive, prepare, process, store, retain, and dispose of records.
- 1.3. **Records Classification and Retention Schedule** means a control document used to arrange business functions, activities and/or records into categories (i.e., classifications). These classifications are then associated through the use of a classification code with a retention schedule which meets or exceeds the time periods

required by legal and business needs. UNA files are organized according to the classification categories and the associated retention schedules are applied to each file.

2. Roles and Responsibilities

- 2.1. The Board has oversight responsibility for ensuring that the UNA has the appropriate procedures and resources for the management of Records in a manner that is consistent with the UNA's legal, administrative, and operational requirements.
- 2.2. Pursuant to the CAO Powers, Duties, and Functions Policy (#01-15), the Chief Administrative Officer is responsible for the maintenance of all UNA Records. The Chief Administrative Officer may appoint or delegate this responsibility, as well as other responsibilities assigned to them in this Policy and other relevant established procedures, to a person or persons in order to fulfill the functions of the position.
- 2.3. Persons in charge of departments are responsible for ensuring that Records of their respective departments are managed in accordance with this Policy and other relevant established procedures.
- 2.4. All Board Directors, employees, volunteers, and contractors have a responsibility to take appropriate measures to maintain the privacy and security of personal or confidential Records.
- 2.5. All Board Directors, employees, volunteers, and contractors have a responsibility to report any actual or potential procedural breaches, security incidents, privacy breaches, or litigation concerning the UNA's Records to the Chief Administrative Officer.

3. Records Management

- 3.1. All Records in the custody of Board Directors, employees, volunteers, and contractors are owned by the UNA and are subject to its overall control.
- 3.2. The Chief Administrative Officer will issue and manage the Records Classification and Retention Schedule and Records Management Manual for the purposes of providing information on the management of Records in a manner that is consistent with the UNA's legal, administrative, and operational requirements.
- 3.3. All Records must be maintained, classified, retained, and disposed of according to the UNA's Records Classification and Retention Schedule and the Records Management Manual.

History and Policy Information

Approval Date

Policy ADM-18 Records Management



Review Date

Related Documents and Legislation

- *Personal Information Protection Act* (SBC 2003, c. 63)
- *Societies Act* (SBC 2015, c. 18)
- UNA Community Privacy Policy
- UNA Video Surveillance Policy
- UNA CAO Powers, Duties and Functions Policy
- UNA Records Classification and Retention Schedule
- UNA Records Management Manual