



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the October 27, 2026, open session agenda, as circulated.*

C. APPROVAL OF MINUTES

1. **Motion:** *THAT the Board approve the September 22, 2026, open session meeting minutes, as circulated.* 4

D. DELEGATIONS

1. Gordon Hsu – Gym Safety; Reducing Glare at Wesbrook Community Centre Gym 8

E. EXTERNAL REPORTS & PRESENTATIONS

1. Campus and Community Planning - Carole Jolly, Director, Community Development; UBC Campus and Community Planning 13
2. Public Safety Site Redevelopment Plan - Carole Jolly, Director, Community Development, Joanne Proft, Co-Director, Planning + Design, Lia Gudaitis Senior Planner; UBC Campus and Community Planning

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

F. CONSENT ITEMS – For Information

1. October Management Report

Report Sections:

- Chief Administrative Officer Report
- Communications Report
- Recreation Report
- Operations & Sustainability Report
- Finance Report

2. Finance and Audit Committee



- a. Q1 Financial Results Report – Athena Koon, Finance Manager
- b. Neighbours Fund Interim Statements – Fiscal 26/27 Q1 – Athena Koon, Finance Manager

Relevant Attachments:

- 2027 Neighbours Fund Q1 Financial Statement

- c. FY 2026/27 Budget Development Timeline – Athena Koon, Finance Manager

3. Seasonal Recreation Report – Dave Gillis, Recreation Manager

Relevant Attachments:

- Appendix 1
- Appendix 2

4. UNA Irrigation and Water Consumption Audit – Wegland Sit, Operations Manager

Relevant Attachments:

- UNA Water Features Map

Recommendation:

THAT the Board the Board receive for information the Consent Items F1-F4 as presented.

G. REPORTS

1. Newspaper Editorial Committee Terms of Reference – Glenda Ollero, Communications Manager 16

Report presented for decision.

Relevant Attachments:

- Proposed Board Policy #04-03: UNA Community Newspaper Policy (tracked changes) 19
- Proposed Newspaper Editorial Committee Terms of Reference (tracked changes) 23
- Current Board Policy #04-03: UNA Community Newspaper Policy (for reference) 28
- Current Newspaper Editorial Committee Terms of Reference (for reference) 31

Recommendation:



THAT the Board accept the revised Policy #04-03: UNA Community Newspaper Policy and the revised Newspaper Editorial Committee Terms of Reference as presented.

2. UNA-UBC Liaison Committee Terms of Reference Update Report – Paul Thorkelsson, Chief Administrative Officer 35

Report presented for decision.

Relevant Attachments:

- UBC-UNA Liaison Committee Terms of Reference (2021) 37
- UBC-UNA Liaison Committee Terms of Reference – Draft (2026) 40

Recommendation:

THAT the Board approve the draft Terms of Reference for the UNA-UBC LIASON COMMITTEE as presented, and direct UNA Staff to forward UNA approval to UBC for consideration by the UBC Board of Governors.

3. Community Works Fund - EV Charging Station Updates – Wegland Sit, Operations Manager 43

Report presented for information.

4. Facility Space Advocacy – Community Theatre Report – Michael Kerns, Board Director 51

Report presented for Board discussion and direction.

H. UNFINISHED BUSINESS

None.

I. NEW BUSINESS

1. Forest Edge Fire Preparedness – Jake Wiebe, Board Director

This item is presented for discussion.

2. Notice of Concern Regarding Wood Smoke from UEL Residential Properties - Draft Letter - Paul Thorkelsson, Chief Administrative Officer 56

This item is presented for discussion.

J. ADJOURNMENT

Recommendation:

THAT the Board adjourn.



MINUTES

PRESENT:

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

UBC MEMBERS:

Carole Jolly, Director, Community Development C+CP

REGRETS:

Jake Wiebe
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:

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 open session meeting agenda were declared.

B. APPROVAL OF AGENDA

MOVED by Chair Glassheim

SECONDED by Director Luo

THAT the Board approve the September 22, 2026 open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by Chair Glassheim

SECONDED by Director Bourgeois

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

CARRIED

D. DELEGATIONS

1. Brian Savage – Hampton Place Tree Replanting

Brian Savage presented a letter from Hampton area residents regarding tree replanting plans. Hard copies of the letter were received by staff and directors.

Questions from the Board were raised. Some discussion covered the creation of a working group.

E. EXTERNAL REPORTS & PRESENTATIONS

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

Carole Jolly presented the report as circulated with highlights on back to school, Harvest Festival, and the launch of the Public Safety Site Redevelopment Plan.

No further questions were raised.

F. CONSENT ITEMS

Consent items were presented as circulated.

Questions arose on expected completion date vs ongoing notations in the Staff Work Plan Report with a request for specificity in future work plan updates.

Some questions about volunteer management system implementation were raised and resolved.

Question on tree replanting consultation plans short and long term.

Multiple questions on consultation for trees.

Board Directors and Staff discussed the funding structure for the Axis Playground, including historical and present contexts. From this discussion, a request to bring this item to the UBC Operational Coordination Meeting was made.

Board Directors raised the possibility of a playgrounds asset review and status report from around the area. The Operations Manager indicated that that process was planned for all outdoor playground structures. Future reporting will take place.

For the Recreation reporting, there were various questions raised and resolved on field bookings and plans to promote Jim Taylor Park.



As the Board had been introduced to the new format for the agenda, there were questions on the format and the type of information to be included. Discussions on agenda process are expected to continue.

MOVED by Director Bourgeois

SECONDED by Chair Glassheim

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

CARRIED

**** Yanbo (Paul) Li joined the meeting virtually at 6:21pm ****

**** the meeting recessed at 6:45pm****

G. REPORTS

1. UNA Policies Revision - Naming, Categories, and Template Alignment – Lauren Thomson, Corporate Services Specialist

The Corporate Services Specialist presented the report as circulated. The Board and Staff discussed organizational policy structure and overall strategy for continued revision.

MOVED by Chair Glassheim

SECONDED by Director Bourgeois

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.

CARRIED

H. UNFINISHED BUSINESS

None.

I. NEW BUSINESS

None.

J. ADJOURNMENT



MOVED by Chair Glassheim

SECONDED by Director Bourgeois

THAT the Board adjourn back into a closed session to discuss matters related to employee relations and other human resources matters; and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

** * * * The meeting reconvened into a closed session at 7:00pm * * * **

DRAFT



Name of Delegate(s): Gordon Hsu

Delegation Status:

☐

Representing a Group/Organization/Business

☒

Attending as an Individual

(Name of Group/Organization/Business)

Subject Matter: Gym Safety: Reducing glare at Wesbrook Community Centre gym

Date of Meeting: October 27, 2026

Nature of Delegation Request:

I would like to speak to the Board on the glare that enters the Wesbrook Community Centre gym through the large glass door, and the safety risk it poses to players. Daylight from the high hallway windows reflects off the white hallway wall opposite the door and into the gym. The gym interior is wood-toned and much darker, so players facing the door can briefly lose sight of a ball or another player. At playing speed this creates a risk of collision or serious eye injury. The glare has increased since the small pictures on that wall were removed. I raised this with the office in two emails, dated October 1 and 2, 2026. I would like to suggest that the Board consider repainting that one wall in a darker, flat-finish colour for safety reasons. I would also appreciate knowing whether any policy governs the wall's colour. Attached: two photographs of current conditions (one of the hallway, one taken from inside the gym), and simulated images showing sample colour options. The colours are suggestions only, to show the effect of different options.

Additional Documentation and Presentation Materials:

Additional Documentation attached?

☒

Yes

☐

No

Additional Documentation to be provided in the Board Package?

☐

Yes

☒

No

Will a Presentation be made?

☐

Yes

☒

No

Note: *An electronic copy of the presentation is required to be submitted to the UNA no later than 12:00 p.m., noon, the day of the meeting.*



Figure 1: Hallway image with original wall color.



Figure 2: Inside gym showing reflection from original wall color.



Figure 3: Hallway image with simulated warm matte grey color.

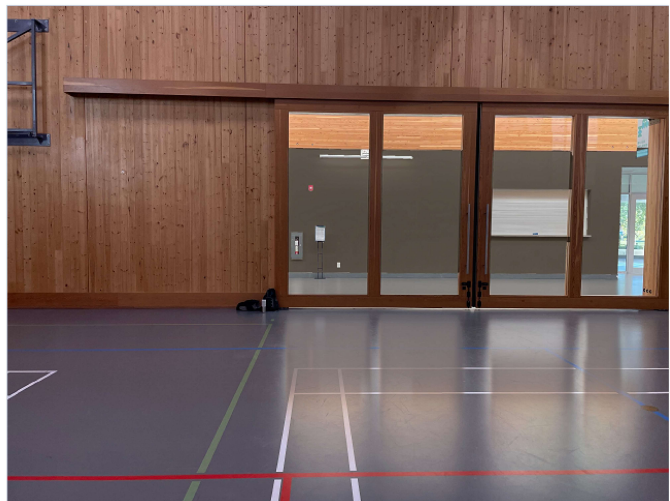
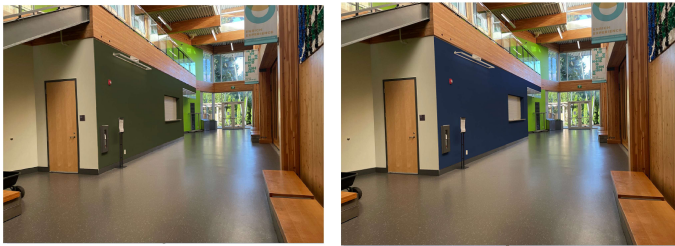


Figure 3: Inside gym with simulated warm matte grey color with reduced light reflection.



Figures 5&6: Hallway image with other simulated dark matte colors.



Figure 7 & 8: Inside gym with other simulated warm dark colors.

Gym Glaring Window Problem

11 messages

G H <ghsu.ca@gmail.com>
To: qiuning.wang@myuna.ca

Thu, Oct 1, 2026 at 5:10 PM

Hello,

I would like to express my concern with playing various sports activities at the gym at Wesbrook Community Center. I have previously written to a gentleman at your facility about 2 years ago about the lighting issue.

He was aware of several complaints about the lighting situation at the time and expressed that something was possibly in the budget to deal with this.

Let me clarify the issue. In the large gym, there are two very large glass doors that look into the hallway where reception resides. Opposite to the large glass door is a white wall. Unfortunately, light comes into that open hallway and bounces off of that wall and into the gym. The gym wall is wood and relatively dark color.

The bright wall effectively causes a very bright spot light effect into the gym and can effectively blind people when they look from the dark wall surface within the gym and into the bright light and back. And this can effectively cause partial blindness of fast moving objects which is fairly common in most sports within the gym.

My concern is that such blindness could cause accidents to happen, people hitting each other, balls hitting people in the eyes or some other injuries because of that bright light coming through the door.

In my last conversation with the gentlemen at your office and my apologies I cannot find his email, he mentioned that there was discussions about this within the budget. However, I am not sure if anything is about to happen.

I see that the pictures in the hallway wall have been removed but I'm not sure if that is just a rotation of art or related to this issue.

Solution: I had suggested a simple and relatively inexpensive fix is the paint a darker color and flat paint color on that wall to reduce the amount of light bouncing off of that wall.

As your institution has been aware of this issue for some time, it would be great to resolve this before someone loses an eye.

Look forward to hearing from you or someone else.

Regards,
Gordon

Qiuning Wang <Qiuning.Wang@myuna.ca>
To: G H <ghsu.ca@gmail.com>

Fri, Oct 2, 2026 at 4:15 PM

Hi Gordon,

Thank you for writing about the issue again.

I was not fully aware of the details of the previous discussions. My understanding is that there has not been a feasible solution identified to resolve the issue without affecting other programs operating in the gym. I don't think the situation has changed since then. I will bring this matter forward for a further discussion; however, I'm unsure whether any adjustments will be considered in the near future.

I will provide an update if I have more information.

Thank you and best regards,

Qiuning

===

Qiuning Wang (she/her)

Assistant Manager, Customer Service and Facilities

University Neighbourhoods Association

Wesbrook Community Centre | Old Barn Community Centre | Musqueam Traditional Territory

Phone: 604.639.4571

qiuning.wang@myuna.ca

From: G H <ghsu.ca@gmail.com>

Sent: Thursday, October 1, 2026 5:10 PM

To: Qiuning Wang <Qiuning.Wang@myuna.ca>

Subject: Gym Glaring Window Problem

[EXTERNAL] - This email originated from outside your organization. Do not click any link and do not open attachments unless you can confirm the sender.

[Quoted text hidden]

G H <ghsu.ca@gmail.com>

Fri, Oct 2, 2026 at 4:44 PM

To: Qiuning Wang <Qiuning.Wang@myuna.ca>

Hi Qiuning,

Much thanks for replying. If I can be just a bit bold in suggesting this one point to be made at your next meeting.

The Risk.

The issue is the significant light glare that comes off the white wall, pushes it way through the big glass door and can cause people to lose track of moving objects and this may increase the chance of injury. If such injuries occur serious enough for the injured party to take action against the facility, your operating insurance or claims may not cover the cost.

Potential Financial Impact.

Why would the operating insurance not cover claims of injury (i.e a broken collar bone or blindness)? Insurance as everyone is aware are not always in the business of paying out claims. They have their policies and business practices which tend to look at the insured (the gym) and whether they took action to mitigate the risk. Given that the facility has for quite some time received notification of this issue, and have not made any changes, the insurer could

say that the insured (the gym) has not adequately taken steps and have not proactively mitigate the risk. Therefore a claim could be denied and the cost would then come out of the facilities budget.

Solution:

I had proposed a solution previously and it is a very simple one and would not alter the availability or functional capability of the facility. It is also very cost effective. Paint the white wall a darker color (a nice warm grey) with a flat tone. Less light and this will only cost you 1 or 2 cans of paint. It won't inconvenience anyone unless the value preserving architectural color esthetics move than someone's eyesight, I think this solution would move the risk profile significantly downwards.

I have seen that even the pictures have been removed from the wall and this has worsened the situation. At least the picture broke the large white pattern and now it is one giant block of light.

Kindly bring this forward.

BTW, is there a public forum or a publicly open Board meeting, where the Board meets and people can present their commentary directly?

Regards,
Gordon

[Quoted text hidden]

Qiuning Wang <Qiuning.Wang@myuna.ca>
To: G H <ghsu.ca@gmail.com>

Tue, Oct 6, 2026 at 9:57 AM

Hi Gordon,

I assume that these points had been reviewed in the previous discussions.

The next Board Meeting is taking place on Oct 27 at 5:30pm at Wesbrook Community Centre.

If you wish to speak, please review the section of **Delegation** and the Delegation Sheet must be submitted.

<https://www.myuna.ca/board-meetings/>

Best regards,

===

Qiuning Wang (she/her)
Assistant Manager, Customer Service and Facilities
University Neighbourhoods Association

Wesbrook Community Centre | Old Barn Community Centre | Musqueam Traditional Territory

Phone: 604.639.4571

qiuning.wang@myuna.ca

From: G H <ghsu.ca@gmail.com>
Sent: Friday, October 2, 2026 4:45 PM



Memorandum

To: UNA Board

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

Date: October 27, 2026

Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

October

- Monday, October 12th. **Thanksgiving Day**. University closed.
- Sat. October 17th and Sun. October 18th from 11am – 4pm each day. **Apple Festival** at Botanical Garden. Road closure information available on [C+CP website](#). Event details [UBC Botanical Garden website](#).
- Saturday, October 24th from 8:30am – 1:30pm. **Great Trek**. Road closures details [available online](#).
- Friday, October 30th from 6pm to 10pm. **Halloween Carnival**. University Commons. All ages. Details on [C+CP website](#).
- Saturday, October 31st from 6pm to 1:00am Sunday, November 1st. **Halloween Carnival** at University Commons. Legal drinking age only. Music levels to be substantially reduced at 11pm. Details on [C+CP website](#).

November

- Mon. November 9th to Wed. November 11th. **Midterm Break**
- Wednesday, November 11th. **Remembrance Day**. University closed.
- Wednesday, November 11th from 10:45am to 12noon. **Remembrance Day** ceremony at War Memorial Gym. Doors open at 10am. Details at <https://ceremonies.ubc.ca/remembrance-day-ceremony/>
- Wed. November 25th to Fri. November 27th from 8:30am – 4:00pm each day. **Fall Graduation**. Details at on [C+CP website](#). Daily schedule on [UBC Graduation website](#).

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 more on campus housing and expanded essential services. 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 27 to November 15***. Public engagement will include:

- an open house on November 7th between 2:30pm - 5:00pm at Wesbrook Community Centre
- an online info session on November 12th from 7:00pm to 8:00pm
- an online survey
- targeted engagement with the UNA board throughout the process

[Visit the project site to learn more.](#)

** Engagement dates have been updated due to the provincial election*

Development Update

Small-Scale Community Project Development Permit Application Form

Thanks to community feedback, UBC has introduced a streamlined permit application process for small-scale projects that do not require professional architectural or engineering services. Examples of eligible projects may include Little Free Libraries, book-sharing boxes, or similar exchange boxes, or temporary placemaking projects that support community gathering, experimentation, or activation of space. The new process makes it easier for the campus community to bring low-impact and community-focused installations to campus. The application form is [available online](#) (under Community Projects).

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.



SLP26034 - Wesbrook Mall BC Hydro Civil work (BCR 7): A Streets and Landscape Permit Application was received and is currently under review for new underground ducts and structure for BCR 7 in Wesbrook Mall between Gray Avenue and Ross Drive

Issued Development Permits:

DP11005-5 - GT3 CRU Sign Guidelines: was issued for the updated signage guidelines for the Wesbrook Professional Centre CRU Infill at 3313 Shrum Lane.

Issued Streets and Landscape Permits:

SLP26031 - Wesbrook Mall Gas Service Line: was issued for the installation of a temporary gas service within Wesbrook Mall, between Gray Avenue and Ross Drive, to support construction of the new residential development at BCR 7.

Community Update

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.

Thrive by the Fire - November 4th

Thrive is UBC's annual mental health literacy campaign, where we learn about, talk about, and explore ways to support our mental health. We're kicking things off with Thrive by the Fire, a one-day pop-up event that transforms Lee Square into a supportive space for connection, community, and arts and culture. [Learn more>](#)



Report Date: October 20, 2026
Meeting Date: October 27, 2026
From: Glenda Ollero, Communications Manager
Subject: Proposed Updates to Board Policy #04-03: *UNA Community Newspaper Policy and Newspaper Editorial Committee Terms of Reference*

Background

In November 2025, UNA staff recommended updates to Board policy #04-03: *UNA Community Newspaper Policy and the Newspaper Editorial Committee Terms of Reference (TOR)* supporting the growth and change of the community newspaper, *The Campus Resident*.

The Board did not support all the changes that were proposed and advised staff to further review some of the proposed updates.

Some of the changes outlined have become necessary to align with current operating practices.

Drawing on Board feedback, staff have adjusted the proposed changes to remove Directors from day-to-day operations while preserving the Board's role of insuring that the newspaper meets the expectations described in the Community Newspaper Policy.

These proposed changes have been reviewed with the Newspaper Editorial Committee Chair and Managing Editor.

Decision Requested

THAT the Board accept the revised Policy #04-03: UNA Community Newspaper Policy and the revised Newspaper Editorial Committee Terms of Reference as presented.

Discussion

A. #04-03: UNA Community Newspaper Policy

Proposed updates are as follows:

a) Board Responsibilities

- 2.1: This proposed change formally documents current practice of the Board being responsible for the approval of the Newspaper Editorial Committee's Terms of Reference.
- 2.2: Adds quarterly reporting expectations from the Newspaper Editorial Committee.

b) Publishing Schedule

- 7.1: This proposed change formally documents the transition implemented in April 2025 to publish online and in print at least 10 times per year, rather than monthly online and quarterly print.

B. Newspaper Editorial Committee Terms of Reference (TOR)

Proposed updates are as follows:

a) Committee Mandate

- Formally documents the transition implemented in April 2025 to publish online and in print at least 10 times per year.

b) Committee Composition

- Removes UNA Board representatives from the Newspaper Editorial Committee
- Increases the number of maximum members from seven to nine.
- Allows residents under 18 on the Committee.
- The Board will receive input from Managing Editor when selecting members for the Newspaper Editorial Committee.
- Assigns the Managing Editor as the Chair of the Newspaper Editorial Committee allowing for continuity and comprehensive support from UNA staff.
- Assigns a member-elected Vice-Chair.

c) Roles and Responsibilities

- Outlines the role of the Managing Editor as support staff and Chair
- Outlines the role of the Vice-Chair as an alternate for the Chair.

d) Reporting

- Quarterly meetings will be held between the UNA Board Chair and the Managing Editor to discuss the Committee's activities. The Board Chair will bring the quarterly reports to the UNA Board at a regular meeting.



Financial Implications

None – no operational or budget impacts.

Operational Implications

If approved, the governance changes will take effect immediately, allowing the NEC a few months of transition, if needed.

The publishing schedule change is already in place and only documented here for alignment.

Strategic Objective

Supports **Governance**, **Organizational Capacity**, and **Creating Connections** by updating the committee's governance structures.

Attachments

1. Proposed Board Policy #04-03: *UNA Community Newspaper Policy* (tracked changes)
2. Proposed *Newspaper Editorial Committee Terms of Reference* (tracked changes)
3. Current Board Policy #04-03: *UNA Community Newspaper Policy* (for reference)
4. Current *Newspaper Editorial Committee Terms of Reference* (for reference)

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glenda Ollero', written over a horizontal line.

Glenda Ollero
Communications Manager

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

Paul Thorkelsson
Chief Administrative Officer



SUBJECT:	UNA Community Newspaper Policy	POLICY #04-03
CATEGORY:	Communications	
AUTHORITY:	Board of Directors	
ADOPTED:	December, 2022	
AMENDED:	–	
REVIEWED	–	

PURPOSE

This policy outlines the purposes of the UNA community newspaper, its publishing schedule, format of delivery, the types of content that it will publish, advertising terms, partnerships, and the respective role of the UNA Board of Directors, the UNA Newspaper Editorial Committee (NEC), and staff.

SCOPE

This policy applies to all parties involved in the creation and publication of the newspaper.

POLICY STATEMENT

The UNA finances and publishes a newspaper to provide relevant news and information to the UNA community and is committed to operating a newspaper that is driven by an independent editorial committee. The UNA expects a newspaper that covers the diverse issues and events in the community, reports on the operations of and services offered by the UNA and provides a platform for community member submissions.

Recognizing that the newspaper will be supported by a volunteer editorial committee the UNA will provide staff support to assist with the publication of the newspaper.

UNA COMMUNITY NEWSPAPER

1. Purpose of the Newspaper

The newspaper is published for the purposes outlined below (note that the listing of purposes is not intended to preclude the publication of material for a purpose other than those listed):

- 1.1. To report on the operations of and services offered by the UNA.
- 1.2. To provide information on matters of interest to the UNA community (residents, businesses and services providers), including events, meetings, and developments within or outside the community.

1.3. To provide a forum for residents to express their views on UNA community matters, debate issues, and communicate information, i.e., letters to the editorial committee, opinion pieces, and submission of articles.

1.4. Generally, to promote community engagement.

2. UNA Board of Directors

2.1. The UNA Board of Directors is responsible for approving the Community Newspaper Policy and Newspaper Editorial Committee's Terms of Reference, appointing the members of the NEC, and ensuring ~~sufficient~~ resources are dedicated to the newspaper.

2.1.2.2. The UNA Board will receive quarterly reports on newspaper operations from the Newspaper Editorial Committee through its Managing Editor. The Board Chair will meet with the Managing Editor on a quarterly basis to review the reports.

3. Editorial Committee

3.1. The NEC is appointed by the UNA Board of Directors to ensure the publication of the newspaper is in accordance with this UNA Policy. The NEC is responsible for the approval of content before each issue of the newspaper is published. The details of the NEC's specific authority and makeup are outlined in its Terms of Reference.

4. UNA Staff Support

4.1. UNA staff will provide support to the committee. Staff will provide technical expertise in editing, publishing, coordinating contributors and other tasks to ensure that the newspaper is produced in a professional manner. Staff will also provide administrative support for committee meetings.

5. Content

5.1. General

5.1.1. The NEC will seek to ensure that material submitted to it for publication is accurate, objective, balanced and fair (making allowance for the submission of opinion material – which will need to be clearly identified as such).

5.1.2. The NEC will seek to ensure that contributions made by NEC members, UNA Directors and staff satisfy the same criteria as material written by other contributors.

5.1.3. The NEC will seek to ensure that no material shall be published that is defamatory and/or discriminatory.



- 5.1.4. A clear distinction must be made between factual material and material that expresses opinions. Opinion material must be clearly identified as such. For letters to the editor and editorials, this requirement is satisfied by including the material under the appropriate heading.
- 5.1.5. The NEC will look to form partnerships with key community groups and other entities, such as the UBC School of Journalism and University Hill Secondary.

5.2. Letters to the Editor and Submitted Articles

- 5.2.1. Letters to the editor and articles submitted by UNA residents and others shall be considered for publication.
- 5.2.2. The NEC has the right to accept or reject letters and articles in accord with items 5.1.1. to 5.1.3.
- 5.2.3. The NEC has the right to determine which letters and articles are included in the printed digest edition.
- 5.2.4. The NEC has the right to edit letters for length, clarity, and to conform with item 5.1.4.

6. Advertisements

- 6.1. The newspaper can solicit both online and print advertising.
- 6.2. The newspaper may allocate and sell up to 10 per cent of the printable space in each issue of the printed digest edition.
- 6.3. The NEC is responsible for determining which advertisements the newspaper will publish.
- 6.4. The NEC shall annually determine and publish the rates to be charged for advertisements.
- 6.5. An advertisement shall not be accepted if its acceptance would result in any restriction on what can be published on the newspaper.

7. Format and Schedule

- 7.1. The newspaper will be published ~~monthly on the newspaper website~~online and in print at least 10 times per year.
- 7.2. A digest version of the newspaper will be printed and distributed quarterly.
- 7.3. The NEC will determine the exact dates of publication and distribution routes annually.

RELATED POLICIES/DOCUMENTS



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

BOARD POLICY

- UNA Newspaper Editorial Committee Terms of Reference

1. Committee Purpose

The Committee purposes are:

- To work in coordination with UNA staff to ensure that the publication of the UNA community newspaper is in accordance with the UNA Community Newspaper Policy.
- To ensure that the newspaper contains information that is relevant and of interest to the UNA community.
- To ensure that content published in the newspaper upholds journalistic ethics of truth, accuracy and objectivity, with allowances provided for Op-Ed pieces and letters to the editor.
- To provide final approval of content before each issue of the newspaper is published.

2. Committee Mandate

In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, the Committee's mandate is:

- Setting the editorial direction of the newspaper, determining its content structure and sections, and creating a publication schedule.
- Publishing at least 10 issues per year of a monthly print and online editions and a quarterly digest edition of the newspaper that contains information important and relevant to the UNA community.
- Encouraging residents, volunteers and community partners to contribute content to the newspaper.
- Creating a newspaper that reflects the community's diverse residents.
- Determining which advertisements the newspaper will publish and determining the rates to be charged for advertisements.

3. Committee Composition

3.1. Composition and Size

- The Committee will be comprised of up to seven-nine resident members. Committee members will be appointed by the UNA Board of Directors, with input from the Managing Editor. The Committee will also include up to two Board Directors, one of whom shall be appointed as Chair. In selecting residents as members, priority will be given to residents who have experience and

qualifications related to one or more of the “Recruitment Guidelines” outlined below.

- The Committee will be supported by a Managing Editor position held by UNA staff. The Managing Editor will also serve as the Chair of the Committee.
- The Committee will elect one of the resident members as Vice-Chair.
- The Committee will appoint section editor positions or any other positions as necessary.
- The Committee may invite external parties to participate in meetings on an as-required basis.
- This is a volunteer committee that will serve without compensation.

3.2. Recruitment Guidelines

- The UNA will recruit residents with interests specific to journalism, publishing, editing, writing, current events/affairs, community development, and volunteer recruitment.

4. **Roles and Responsibilities**

4.1. Managing Editor

- The Managing Editor is a position held by UNA staff and will be the Chair of the Committee. They are responsible for setting meeting agendas, chairing meetings and ensuring that every issue of the newspaper is consistent with the direction and vision of the Committee, and UNA policies.
- Working with the Committee, the Managing Editor will provide technical expertise in editing, publishing and coordinating contributors.
- Working with the Committee Vice-Chair, the Managing Editor will provide quarterly updates about the Committee’s work to the UNA Board Chair.

4.2 Committee Vice-Chair

- The Committee Chair will be a member of the UNA Board of Directors. The Committee The Vice-Chair will be elected by the Committee members. Their primary duties are to assist the Committee in achieving its mandate, to work with the Managing Editor in setting the agendas, and to chair the meetings in the absence of the Managing Editor.
- Working with the Managing Editor, the Vice-Chair will assist in providing quarterly updates about the Committee’s work to the UNA Board Chair.
- The Vice-Chair will be appointed by the Board elected by the Committee Members for a two-year term. except that an individual appointed as Committee Chair ceases to be Chair if the individual ceases to be a Director.

4.23. Committee Members

- In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, Committee Members will be responsible for setting the editorial direction of the newspaper.
- Members will assist with the creation of content for the newspaper where applicable (i.e., written, photographic, etc.)
- Members will assist with recruiting and organizing volunteers with appropriate experience who are interested in contributing to the newspaper
- Members will promote inclusive decisions by recognizing the needs and interests of all community members, including decision makers.
- Members will assist with ensuring that the newspaper upholds high journalistic standards of truth, accuracy and objectivity (with the exception of opinion articles and letters to the editor).

~~4.3. Managing Editor~~

- ~~• The Managing Editor is a position held by UNA staff. They are responsible for ensuring that every issue of the newspaper is consistent with the direction and vision of the Committee, and UNA policies.~~
- ~~• Working with the Committee, the Managing Editor will provide technical expertise in editing, publishing and coordinating contributors.~~
- ~~•~~

4.4. Section Editors and Other Positions

- Section Editors and other positions will be appointed by the Committee as needed with input from the Managing Editor.

4.5. Review of Committee Composition

- The UNA Board Chair, in consultation with the Managing Editor, is will to review the composition of the Committee annually and may review the composition at other times. Following the review, the Board Chair may recommend to the Board that a Committee member be replaced, that a vacancy be filled, or that a new person be appointed the Committee Chair.

5. **Reporting**

The ~~Committee Chair~~ Managing Editor ~~is to report in writing on a quarterly basis to the UNA Board at a regular UNA Board meeting. The will prepare quarterly reports is to~~ include a description of the substantive matters considered at Committee meetings and meet with the UNA Board Chair on a quarterly basis to review the reports.-

Minutes of each Committee meeting are to be included in the quarterly reports ~~to the UNA Board.~~

The UNA Board Chair will submit the quarterly reports to the UNA Board of Directors at a UNA Board Meeting.

6. Meeting Procedures

6.1. Rules of Procedure

- The Committee will generally conduct its business in accordance with the Board Rules of Procedure. In those cases where the Board Rules of Procedure do not apply or address an issue, the Committee will rely on Robert's Rules of Order.
- The ~~Committee Chair~~ Managing Editor is to chair meetings of the Committee.
- In the ~~Committee Chair's~~ Managing Editor's absence, the ~~Managing Editor Vice-Chair~~ will conduct the meeting and liaise with the ~~Committee Chair~~ Managing Editor to ensure key decisions and discussions are reported.
- Committee meetings will be closed.

6.2. Agenda

- The ~~Committee Chair~~ Managing Editor will set the agenda in consultation with the ~~Managing Editor Vice-Chair~~.
- The Managing Editor will ensure the agenda is forwarded to Committee members at least three days before the meeting.
- The ~~Committee Chair~~ Managing Editor will review the draft minutes to ensure key decisions and discussions are reported, and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.

6.3. Meeting Frequency

The Committee is to meet ~~monthly at least ten times per year~~ and at such other times as the ~~Committee Chair~~ Managing Editor determines.

7. Committee Operations

7.1. Staff Support

7.1.1. Administrative

- A recording secretary will be assigned to the Committee ~~for purposes of attending the Committee meetings~~ to record the meeting minutes.

7.2.2. Staff Liaison and Professional / Technical Support:

- The committee will be supported by a Managing Editor position held by UNA staff. This position will undertake the following:
 - Liaise with contractors, web developers and graphic designers in the creation of an online newspaper website and the printed ~~quarterly digest's~~ edition's branded layout and design
 - Liaise with volunteers and content creators
 - Provide expertise in editing, proofreading, desktop publishing and print design
 - Organize and attend Committee meetings
 - Liaise with external partners for content distribution
 - Solicit advertisements

7.3. Community Consultation and Engagement

- Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, “public hearings”, or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.



SUBJECT:	UNA Community Newspaper Policy	POLICY #04-03
CATEGORY:	Communications	
AUTHORITY:	Board of Directors	
ADOPTED:	December, 2022	
AMENDED:	–	
REVIEWED	–	

PURPOSE

This policy outlines the purposes of the UNA community newspaper, its publishing schedule, format of delivery, the types of content that it will publish, advertising terms, partnerships, and the respective role of the UNA Board of Directors, the UNA Newspaper Editorial Committee (NEC), and staff.

SCOPE

This policy applies to all parties involved in the creation and publication of the newspaper.

POLICY STATEMENT

The UNA finances and publishes a newspaper to provide relevant news and information to the UNA community and is committed to operating a newspaper that is driven by an independent editorial committee. The UNA expects a newspaper that covers the diverse issues and events in the community, reports on the operations of and services offered by the UNA and provides a platform for community member submissions.

Recognizing that the newspaper will be supported by a volunteer editorial committee the UNA will provide staff support to assist with the publication of the newspaper.

UNA COMMUNITY NEWSPAPER

1. Purpose of the Newspaper

The newspaper is published for the purposes outlined below (note that the listing of purposes is not intended to preclude the publication of material for a purpose other than those listed):

- 1.1. To report on the operations of and services offered by the UNA.
- 1.2. To provide information on matters of interest to the UNA community (residents, businesses and services providers), including events, meetings, and developments within or outside the community.

1.3. To provide a forum for residents to express their views on UNA community matters, debate issues, and communicate information, i.e., letters to the editorial committee, opinion pieces, and submission of articles.

1.4. Generally, to promote community engagement.

2. UNA Board of Directors

2.1. The UNA Board of Directors is responsible for approving the Community Newspaper Policy, appointing the members of the NEC, and ensuring sufficient resources are dedicated to the newspaper.

3. Editorial Committee

3.1. The NEC is appointed by the UNA Board of Directors to ensure the publication of the newspaper is in accordance with this UNA Policy. The NEC is responsible for the approval of content before each issue of the newspaper is published. The details of the NEC's specific authority and makeup are outlined in its Terms of Reference.

4. UNA Staff Support

4.1. UNA staff will provide support to the committee. Staff will provide technical expertise in editing, publishing, coordinating contributors and other tasks to ensure that the newspaper is produced in a professional manner. Staff will also provide administrative support for committee meetings.

5. Content

5.1. General

- 5.1.1. The NEC will seek to ensure that material submitted to it for publication is accurate, objective, balanced and fair (making allowance for the submission of opinion material – which will need to be clearly identified as such).
- 5.1.2. The NEC will seek to ensure that contributions made by NEC members, UNA Directors and staff satisfy the same criteria as material written by other contributors.
- 5.1.3. The NEC will seek to ensure that no material shall be published that is defamatory and/or discriminatory.
- 5.1.4. A clear distinction must be made between factual material and material that expresses opinions. Opinion material must be clearly identified as such. For letters to the editor and editorials, this requirement is satisfied by including the material under the appropriate heading.



- 5.1.5. The NEC will look to form partnerships with key community groups and other entities, such as the UBC School of Journalism and University Hill Secondary.

5.2. Letters to the Editor and Submitted Articles

- 5.2.1. Letters to the editor and articles submitted by UNA residents and others shall be considered for publication.
- 5.2.2. The NEC has the right to accept or reject letters and articles in accord with items 5.1.1. to 5.1.3.
- 5.2.3. The NEC has the right to determine which letters and articles are included in the printed digest edition.
- 5.2.4. The NEC has the right to edit letters for length, clarity, and to conform with item 5.1.4.

6. Advertisements

- 6.1. The newspaper can solicit both online and print advertising.
- 6.2. The newspaper may allocate and sell up to 10 per cent of the printable space in each issue of the printed digest edition.
- 6.3. The NEC is responsible for determining which advertisements the newspaper will publish.
- 6.4. The NEC shall annually determine and publish the rates to be charged for advertisements.
- 6.5. An advertisement shall not be accepted if its acceptance would result in any restriction on what can be published on the newspaper.

7. Format and Schedule

- 7.1. The newspaper will be published monthly on the newspaper website
- 7.2. A digest version of the newspaper will be printed and distributed quarterly.
- 7.3. The NEC will determine the exact dates of publication and distribution routes annually.

RELATED POLICIES/DOCUMENTS

- UNA Newspaper Editorial Committee Terms of Reference

1. Committee Purpose

The Committee purposes are:

- To work in coordination with UNA staff to ensure that the publication of the UNA community newspaper is in accordance with the UNA Community Newspaper Policy.
- To ensure that the newspaper contains information that is relevant and of interest to the UNA community.
- To ensure that content published in the newspaper upholds journalistic ethics of truth, accuracy and objectivity, with allowances provided for Op-Ed pieces and letters to the editor.
- To provide final approval of content before each issue of the newspaper is published.

2. Committee Mandate

In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, the Committee's mandate is:

- Setting the editorial direction of the newspaper, determining its content structure and sections, and creating a publication schedule.
- Publishing a monthly online edition and a quarterly digest edition of the newspaper that contains information important and relevant to the UNA community
- Encouraging residents, volunteers and community partners to contribute content to the newspaper.
- Creating a newspaper that reflects the community's diverse residents.
- Determining which advertisements the newspaper will publish and determining the rates to be charged for advertisements.

3. Committee Composition

3.1. Composition and Size

- The Committee will be comprised of up to seven resident members. The Committee will also include up to two Board Directors, one of whom shall be appointed as Chair. In selecting residents as members, priority will be given to residents who have experience and qualifications related to one or more of the "Recruitment Guidelines" outlined below.

- The Committee will be supported by a Managing Editor position held by UNA staff.
- The Committee will appoint section editor positions or any other positions as necessary.
- The Committee may invite external parties to participate in meetings on an as-required basis.
- This is a volunteer committee that will serve without compensation.

3.2. Recruitment Guidelines

- The UNA will recruit residents with interests specific to journalism, publishing, editing, writing, current events/affairs, community development, and volunteer recruitment.

4. Roles and Responsibilities

4.1. Committee Chair

- The Committee Chair will be a member of the UNA Board of Directors. The Committee Chair's primary duties are to assist the Committee in achieving its mandate, set the agendas, chair the meetings, and ensure that the Board is kept in touch with what the Committee is working on.
- The Committee Chair will be appointed by the Board for a two-year term, except that an individual appointed as Committee Chair ceases to be Chair if the individual ceases to be a Director.

4.2. Committee Members

- In coordination with UNA staff, and guided by the UNA Community Newspaper Policy, Committee Members will be responsible for setting the editorial direction of the newspaper.
- Members will assist with the creation of content for the newspaper where applicable (i.e., written, photographic, etc.)
- Members will assist with recruiting and organizing volunteers with appropriate experience who are interested in contributing to the newspaper
- Members will promote inclusive decisions by recognizing the needs and interests of all community members, including decision makers.
- Members will assist with ensuring that the newspaper upholds high journalistic standards of truth, accuracy and objectivity (with the exception of opinion articles and letters to the editor).

4.3. Managing Editor

- The Managing Editor is a position held by UNA staff. They are responsible for ensuring that every issue of the newspaper is consistent with the direction and vision of the Committee, and UNA policies.
- Working with the Committee, the Managing Editor will provide technical expertise in editing, publishing and coordinating contributors.

4.4. Section Editors and Other Positions

- Section Editors and other positions will be appointed by the Committee as needed with input from the Managing Editor.

4.5. Review of Committee Composition

- The UNA Board Chair is to review the composition of the Committee annually and may review the composition at other times. Following the review, the Board Chair may recommend to the Board that a Committee member be replaced, that a vacancy be filled, or that a new person be appointed the Committee Chair.

5. Reporting

The Committee Chair is to report in writing on a quarterly basis to the UNA Board at a regular UNA Board meeting. The report is to include a description of the substantive matters considered at Committee meetings.

Minutes of each Committee meeting are to be included in the quarterly reports to the UNA Board.

6. Meeting Procedures

6.1. Rules of Procedure

- The Committee will generally conduct its business in accordance with the Board Rules of Procedure. In those cases where the Board Rules of Procedure do not apply or address an issue, the Committee will rely on Robert's Rules of Order.
- The Committee Chair is to chair meetings of the Committee.
- In the Committee Chair's absence, the Managing Editor will conduct the meeting and liaise with the Committee Chair to ensure key decisions and discussions are reported.
- Committee meetings will be closed.

6.2. Agenda

- The Committee Chair will set the agenda in consultation with the Managing Editor.

- The Managing Editor will ensure the agenda is forwarded to Committee members at least three days before the meeting.
- The Committee Chair will review the draft minutes to ensure key decisions and discussions are reported, and final minutes incorporating revisions and corrections will be approved by the Committee at the next meeting.

6.3. Meeting Frequency

The Committee is to meet monthly and at such other times as the Committee Chair determines.

7. **Committee Operations**

7.1. Staff Support

7.1.1. Administrative

- A recording secretary will be assigned to the Committee for purposes of attending the Committee meetings to record the meeting minutes.

7.2.2. Staff Liaison and Professional / Technical Support:

- The committee will be supported by a Managing Editor position held by UNA staff. This position will undertake the following:
 - Liaise with contractors, web developers and graphic designers in the creation of an online newspaper website and the printed quarterly digest's branded layout and design
 - Liaise with volunteers and content creators
 - Provide expertise in editing, proofreading, desktop publishing and print design
 - Organize and attend Committee meetings
 - Liaise with external partners for content distribution
 - Solicit advertisements

7.3. Community Consultation and Engagement

- Unless it is explicitly requested by or approved by the Board, the Committee will not become involved in community consultation exercises, town hall meetings, "public hearings", or similar activities. However, the Committee should take the opportunity to hear from residents who wish to speak to them on a specific issue.

UNA BOARD MEETING OPEN SESSION



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

Report Date: October 20, 2026
Meeting Date: October 27, 2026
From: Paul Thorkelsson, Chief Administrative Officer
Subject: UNA-UBC Liaison Committee Terms of Reference Update Report

Background

The UNA-UBC Liaison Committee is a formal platform for discussion of shared issues between the University of British Columbia and the University Neighbours Association (UNA). The NA (Sec 5.5) establishes the creation of the Committee for purposes in the areas of:

13 UNA BUDGET AND FINANCIAL STATEMENTS

13.5 (b) If a proposed budget is not approved pursuant to clause (a), the Liaison Committee is to meet to discuss UBC's concerns with the budget...

26 UBC APPROVALS AND DISPUTE RESOLUTION PROCEDURE

16.4 If the matter has not been resolved within 30 days of the referral, either the UNA Representative or the UBC Representative may refer the matter to the Liaison Committee...

While the Committee has not been active in recent years it has been recognized that updating of the Committee's Terms of Reference (ToR) is necessary following the approval of the Neighbours Agreement 2024.

This report outlines for the Board's consideration and approval the necessary edits to the ToR required to align it with the current NA 2024.

Decision Requested:

THAT the Board approve the draft Terms of Reference for the UNA-UBC LIASON COMMITTEE as presented, and direct UNA Staff to forward UNA approval to UBC for consideration by the UBC Board of Governors.

Discussion:

The draft revised ToR for the UNA-UBC Liaison Committee is attached to this report as Appendix I. A copy of the existing ToR is attached as Appendix II for reference. As indicated in the highlighted text of the draft, most changes are housekeeping edits to align with NA 2024.

UNA BOARD MEETING OPEN SESSION



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

One substantive change is included. The previous version included a provision for the Committee to meet at least twice annually (and more if needed, at the call of the co-chairs). Recognizing the limited need for regularly scheduled meetings the revised ToR removes the requirement to meet twice annually and leaves the scheduling of meetings to the discretion of the co-chairs.

As outlined in the Neighbours Agreement references included here, the committee needs to remain intact to meet the obligations of NA 2024. Based on historic experience, however it is reasonable and recommended that the cadence of the meetings set in the existing ToR can be nimbler to the needs of the respective members.

The proposed changes to the ToR have been reviewed and evaluated by UBC Campus and Community Planning Staff as acceptable to UBC. This would be confirmed by the UBC Board of Governors following the UNA Board's approval requested here.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

Governance; Organizational Capacity

Conclusions

The draft Terms of Reference for the UNA-UBC Liaison Committee are presented with housekeeping changes to align the ToR with the current Neighbours Agreement. One substantive change has been made to recognize the historic infrequency and need for this committee to meet. Approval by the UNA Board is recommended.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul Thorkelsson', is written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer

Terms of Reference

UNA-UBC LIAISON COMMITTEE

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

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

A. PURPOSES

The purposes of the Liaison Committee are:

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

B. MEMBERSHIP & PROCEDURES

The Liaison Committee is comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (each, a "**UBC Liaison**" and collectively, the "**UBC Liaisons**") appointed by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors; and
 - b) three members of the UNA Board of Directors (each, a "**UNA Liaison**" and collectively, the "**UNA Liaisons**") appointed by that Board, one of whom must be the Chair, UNA Board of Directors.
2. *non-voting members, who are such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that these members will include:*
 - a) UBC's Vice-President, External Relations
 - b) UBC's Associate Vice-President, Campus + Community Planning
 - c) UNA's Chief Administrative Officer(or then equivalent positions)

An individual appointed as a UBC Liaison ceases to be a UBC Liaison on the earlier of the appointment of a replacement UBC Liaison by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors, and the cessation of the individual's membership on the UBC Board of Governors. An individual appointed as a UNA Liaison ceases to be a UNA Liaison on the earlier of the appointment of a replacement UNA Liaison by the UNA Board of Directors and the cessation of the individual's membership on the UNA Board of Directors.

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

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

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

C. LIMITS ON REPRESENTATION

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

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

D. MEETINGS & QUORUM

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

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

Meetings may be in person or by tele/videoconference.

Meetings may be attended only by Liaison Committee members and individuals invited by the Co-Chairs.

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

Terms of Reference

UNA-UBC LIAISON COMMITTEE

UBC's campus neighbourhoods are an integral part of the University community and the relationship between UBC and the University Neighbourhoods Association ("UNA") is vital for the success of a sustainable university town community. UBC and the UNA are parties to the Neighbours' Agreement, which first came into effect in 2002 and has been further consolidated, amended, and restated, most recently on December 5th, 2024 ("NA 2024").

Pursuant to section 5.5 of NA 2024, UBC and the UNA have established the stand-alone UNA-UBC Liaison Committee (the "**Liaison Committee**"), which provides a formal platform for collaboration and discussion on issues of shared interest.

A. PURPOSES

The purposes of the Liaison Committee are:

1. to fulfill the functions assigned to the Liaison Committee by section 5.5, 13.5(b), and 26.4 of NA 2024;
2. to be a vehicle through which the UNA Board of Directors acts as an advisory board in accordance with section 5.4 of NA 2024; and
3. to discuss such matters as are added to meeting agendas by either the UBC Liaisons or the UNA Liaisons (as defined below).

B. MEMBERSHIP & PROCEDURES

The Liaison Committee is comprised of:

1. *six voting members, as follows:*
 - a) three members of the UBC Board of Governors (each, a "**UBC Liaison**" and collectively, the "**UBC Liaisons**") appointed by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors; and
 - b) three members of the UNA Board of Directors (each, a "**UNA Liaison**" and collectively, the "**UNA Liaisons**") appointed by that Board, one of whom must be the Chair, UNA Board of Directors.
2. *non-voting members, who are such individuals as may be agreed upon from time to time by the Liaison Committee, with the expectation that these members will include:*
 - a) UBC's Vice-President, External Relations
 - b) UBC's Associate Vice-President, Campus + Community Planning
 - c) UNA's Chief Administrative Officer(or then equivalent positions)

An individual appointed as a UBC Liaison ceases to be a UBC Liaison on the earlier of the appointment of a replacement UBC Liaison by the Chair of the UBC Board of Governors, as a delegate of the UBC Board of Governors, and the cessation of the individual's membership on the UBC Board of Governors. An individual appointed as a UNA Liaison ceases to be a UNA Liaison on the earlier of the appointment of a replacement UNA Liaison by the UNA Board of Directors and the cessation of the individual's membership on the UNA Board of Directors.

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

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

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

C. LIMITS ON REPRESENTATION

In section 5.5(a)(ii) of NA 2024, the UNA and UBC acknowledge that the Liaison Committee is a forum for discussion and collaboration, and further acknowledge that:

1. The UNA Liaisons and the UBC Liaisons are bound to comply with any directions provided by their respective governing bodies; and
2. Except for binding votes under section 26.4 of NA 2024, the UNA Liaisons and the UBC Liaisons are not authorized to bind their respective organizations.

D. MEETINGS & QUORUM

The Liaison Committee will meet at the call of the Co-Chairs as required.

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

Meetings may be in person or by tele/videoconference.

Meetings may be attended only by Liaison Committee members and individuals invited by the Co-Chairs.

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



Report Date: October 15, 2026
Meeting Date: October 27, 2026
From: Wegland Sit, Operations Manager
Subject: Community Works Fund - EV Charging Station Updates

Background

The UNA Board of Directors originally approved the Neighbourhood EV Charging Infrastructure Project in 2022 to address the growing demand for public charging access within the community. Following the initial approval, the project was placed on hiatus due to external supply chain disruptions and utility partner scheduling constraints that were outside of the UNA's control.

As these external challenges were resolved, planning and coordination gradually resumed in the summer of 2026. Given the extended timeline since the initial resolution, this report serves to refresh the Board on the project's intent, provide an update on our partnership with BC Hydro, and detail the proposed site location.

Decision Requested

For information

Discussion

2022 - Community Works Fund Project

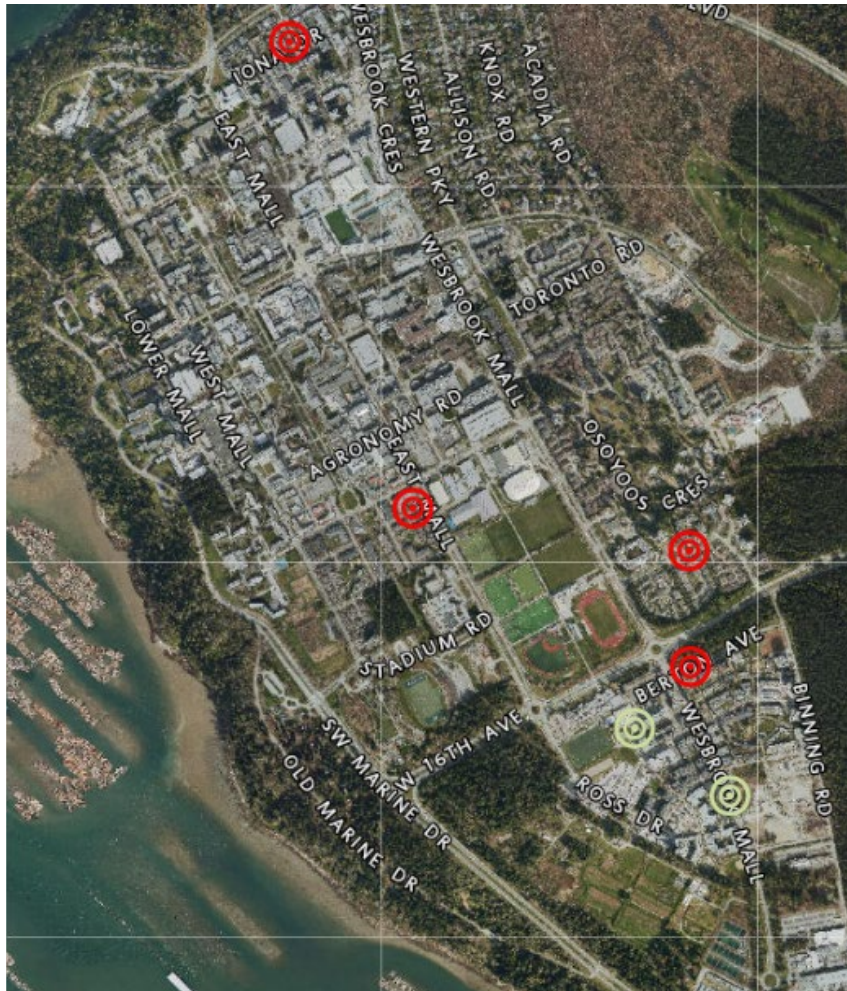
The EV Charging Stations project originated as one of four initiatives tentatively approved by the UNA Board in September 2021 for advancement under the Metro Vancouver - Community Works Fund.

To evaluate technical feasibility—specifically grid capacity and neighbourhood integration—the UNA collaborated with the UBC Sustainability Office, UBC Utilities, and BC Hydro. AES Engineering was engaged and retained to design the infrastructure, conduct a comprehensive site review, and provide a high-level cost estimate. This investigative work culminated in a formal feasibility report presented to the Board in May 2022, which confirmed the viability of pursuing multiple on-street EV charging stations within the Neighbourhood Housing Areas. (For detailed technical findings and consultant background, please refer to the attached May 2022 General Board Report).

Proposed Charging Locations

The primary objective of this project is to embed sustainability into UNA operations by establishing a foundational, on-street EV charging network across our neighbourhoods.

To balance this operational goal with community integration, all proposed curbside locations have been strategically selected to minimize the visual and parking impact on immediate residents.



Map 1 – 2022 Proposed EV Charging Stations in **Red**

Stakeholder Transition and Project Hiatus (2022 – 2026)

Following minor initial delays with the original consultant in 2022, BC Hydro approached the UNA and UBC to explore installing new DC Fast Charging stations in the neighbourhood in 2023. During these discussions, BC Hydro proposed taking on the UNA's Level 2 Charging Stations as a pilot project. To leverage BC Hydro's technical

expertise, hardware provision, and ongoing maintenance capabilities—an arrangement mirroring the successful Webber Lane DC Fast Charging station—the project team pivoted away from the streetlight power solution to partner directly with BC Hydro.

The integration with BC Hydro introduced significant, unforeseen timeline extensions. Between 2023 and 2025, both the DC Fast Charging and Level 2 Pilot projects experienced a multi-year hiatus. During this period, the project was managed internally by BC Hydro’s design and technical teams, resulting in a prolonged pause in external progress updates that is outside of the UNA control.

In May 2025, BC Hydro reconvened with UNA and UBC stakeholders to confirm their intent to advance the Ross Drive DC Fast Charging station for early 2026. After the successful launch of the Ross Drive DC Fast Charging station, active coordination regarding the Level 2 stations gradually resumed, focusing heavily on updating technical drawings and clarifying multi-party constructions responsibilities.

With the recent onboarding of a designated BC Hydro representative and a UBC Properties Trust (UBCPT) Project Manager, project governance and momentum have been restored. The project has recently undergone a detailed technical design update to ensure full compliance with current BC Hydro engineering requirements.

Project Cost Estimate

UBCPT will now retain a general contractor to conduct a Class C cost estimate for the updated technical designs. Because the originally approved budget was based on historical funding estimates, staff anticipate a financial shortfall compared to current 2026 construction costs. The exact variance will be presented to the Board for review once the Class C estimate is finalized.

Based on current projections—factoring in the time required to complete the pending community engagement process, tender and retain a general contractor, and accommodate construction schedules—the earliest anticipated installation window is late summer 2027, with the potential to extend into spring 2028.

Updated locations to meet BC Hydro Requirements

The primary objective of this project is to embed sustainability into UNA operations by establishing a foundational, on-street EV charging network across our neighbourhoods. The initiative continues to be relevant, directly aligning with the NCAP near-term objective of expanding our on-street charging network.

While closely aligning with the original proposal, the updated charging locations feature minor adjustments dictated strictly by BC Hydro’s physical routing and connection constraints to nearby Low Profile Transformers (LPTs).

Hawthorn Place

Logan Lane Site Map – 2 Level 2 EV Charging Spaces



Hampton Place

Hampton Place Site Map – 2 Level 2 EV Charging Spaces



Wesbrook Place

Birney Avenue Site Map – 2 Level 2 EV Charging Spaces



Berton Avenue Site Map -2 Level 2 EV Charging Spaces



Chancellor Place

Theology Mall Site Map – 2 Level 2 EV Charging Spaces



Public Engagement

Community awareness and input are vital as we re-introduce new infrastructure to our neighbourhoods. To ensure residents are fully informed about the proposed on-street EV charging stations, the UNA is launching a dedicated online engagement portal at myuna.ca/ev. This page will feature detailed station maps, project background, and online feedback form.

While we are eager to hear the community's thoughts, we also want to be transparent regarding the physical constraints of this initiative. As detailed earlier in this report, the station locations are strictly dictated by the availability of existing BC Hydro power sources and technical grid requirements. Because of these engineering realities, our flexibility to relocate the proposed stations is unfortunately quite limited.

However, understanding the community's perspective remains a crucial part of our planning. All survey responses will be thoughtfully reviewed, incorporated into our engagement findings, and used to help guide the final decision-making and implementation process.

Next Step

The community engagement portal at myuna.ca/ev is officially available, and we welcome resident feedback until **December 11, 2026**.



Once the engagement period concludes, staff will summarize the community's insights and share a full report with the Board in the January 2027 Board Meeting to inform the next phases of the project.

Financial Implications

The project was originally approved with a \$190,000 budget funded through the Community Works Fund. A revised funding strategy will be required, as the final project costs are currently pending detailed technical drawings and a Class C estimate from the general contractor to reflect 2026 pricing.

The Operations department does not anticipate any significant ongoing operating costs resulting from this project. Under the BC Hydro partnership model, hardware maintenance, software systems, and network operations are managed by the BC Hydro. Municipal maintenance responsibilities—specifically seasonal street snow and ice removal—are already integrated into existing operational workflows and will be absorbed within the current operating budget line item.

Operational Implications

Under the updated BC Hydro partnership model, the designated parking spaces will be available for public EV charging. Access and payment for these Level 2 Charging Stations will be managed directly through the BC Hydro EV app or other compatible roaming networks, mirroring the user experience of the existing DC Fast Charging stations. Operationally, while BC Hydro will manage the charging hardware and network administration, the UNA will remain responsible for standard surface maintenance of the spaces, including snow and ice removal.

Strategic Objective

Environmental Sustainability

Attachments

1. May 2022 Board Report

Concurrence

n/a



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

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

Wegland Sit

Operations Manager

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

Paul Thorkelsson

Chief Administrative Officer



Report Date: October 20, 2026
Meeting Date: October 27, 2026
From: Michael Kerns, Board Director
Subject: Facility Space Advocacy – Community Theatre Report

Background

Report from Director Kerns proposes the UNA to explore advocating for a small, flexible blackbox theatre and accompanying scenic construction workshop within the future Wesbrook South community space. Together, these could support performing arts, school programming, film screenings, community rentals, and a publicly accessible makerspace or cooperative woodshop.

Decision Requested

Presented for Board discussion and direction.

Discussion

Why this deserves consideration now

The approved Wesbrook Place Neighbourhood Plan permits up to 465 m² (approximately 5,000 sq. ft.) of community space and 185 m² (approximately 2,000 sq. ft.) of sustainability space in Wesbrook South, subject to siting and funding arrangements. These are potential allocations, not a funded community centre commitment. We should test whether a theatre and shared workshop could make effective use of them while accommodating other community priorities.

UNA's Winter 2026 Recreation Seasonal Report identifies peak-time room constraints and recommends expanding children's and youth offerings, including arts. It records a new seniors' choir with 23 participants. The May management report describes an open-mic event with about 30 guests and eight performers, including returning participants building confidence. It also identifies underperforming youth arts offerings and seasonal cancellations: demand is promising but uneven.

The latest publicly posted recreation update, prepared for the September 22 Board meeting, reports continuing competition between internal programs and external rentals and identifies Family Movie Night and Music in the Park among existing activities. Its accompanying work plan anticipates a Recreation and Culture Review in 2027–28. An initial assessment now could preserve design options and inform that review.

What the research supports

A National Endowment for the Arts supported research synthesis finds that locally rooted arts activity can strengthen social cohesion, especially when it is sustained, inclusive, and shaped by the community. A neighbourhood venue could give residents repeated opportunities to rehearse, volunteer, perform and meet across generations and cultures. The benefit depends on programming and access as well as the room itself.

WHO's review of more than 3,000 studies identifies benefits of arts engagement across health and wellbeing. Research using four longitudinal youth datasets also associates arts-rich backgrounds with better academic and social outcomes among disadvantaged young people. These findings support accessible participation; they do not establish that constructing a theatre will itself produce those outcomes.

Vancouver's cultural infrastructure strategy prioritizes affordable, accessible places for cultural creation and presentation. This provides a regional planning precedent for treating cultural space as part of community development. A local venue could make participation easier for families and residents who face travel or cost barriers, provided fees and scheduling support for that goal.

A flexible venue with several daily uses

The blackbox theatre would be a simple, adaptable performance space with movable seating, suitable acoustics, blackout capability and provision for sound, lighting and projection. Its schedule could combine rehearsals, drama and music classes, seniors' and youth programs, film nights, talks, cultural celebrations, and small performances. Community rentals could help offset costs while resident programming retains priority.

The accompanying workshop could support scenery, props and community creative projects, with separately scheduled public maker activities, repair programs and a cooperative woodshop model. Reuse and repair could connect it to the proposed sustainability space, subject to agreement on that space's purpose. Workshop access would require an appropriate operator, qualified supervision, and a separately assessed operating budget.

A community asset in its own right

A shared workshop would give apartment residents somewhere to make and repair things without needing a private garage or studio. Pooling space and resources could reduce individual costs, while cooperative governance could give residents a role in shaping the service. The Vancouver Tool Library provides a local precedent for collective ownership and knowledge sharing, though a staffed workshop would have a different cost structure.

It could also provide a regular setting for neighbours to exchange skills, contribute to community projects, and build relationships across generations. These are proposed benefits to test through consultation. UNA and UBC's June 2026 climate progress report already identifies joint funding for repair and reuse programming, alongside actions for sharing, reuse hubs and repair. A workshop could give those activities a permanent home.

A space study should establish capacity and test storage, accessible backstage and audience areas, servicing, acoustic separation and ventilation for both uses.

School and community partnerships

Explore shared programming and booking arrangements with University Hill Secondary, Norma Rose Point School, University Hill Elementary and the future Wesbrook Elementary School. Potential uses include rehearsals, student productions, concerts, screenings, and joint school–community projects. Confirm each school's actual space needs and interest with VSB and school staff; no partnership or booking commitment is assumed.



UBC confirms the existing schools and reserved an elementary site. Assess nearby UBC and school venues for suitable, affordable community access and potential partnerships.

Requested next step

- Local demand: attendance, waitlists, declined bookings and performance-specific limitations; a short consultation with residents, cultural groups, schools and potential operators.
- Options and fit: compare a theatre plus workshop, a performance-ready multipurpose room with a separate workshop, and improved access to existing venues. Confirm available area, design deadlines and compatibility with youth, seniors and sustainability needs.
- Operating viability: estimate capital and annual costs, staffing, setup time, storage, maintenance and achievable rental income. Test an illustrative weekly schedule and affordable resident access rather than assuming full cost recovery.
- Advocacy pathway: identify the required UBC decisions, possible funding and operating partners, and an appropriate point for Board consideration before building design fixes the available options.

Financial Implications

None currently.

Operational Implications

Work associated with this proposal is not currently planned in the Annual Workplan. Director Kerns could assist with research, preliminary concepts and coordinated outreach. Staff involvement would need to be scoped with the CAO according to available capacity.

Strategic Objective

Community Building.

Attachments

None.

Respectfully submitted,

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

Michael Kerns
UNA Board Director

Attachment 1 – Citations

1. University of British Columbia. (2025). *Wesbrook Place neighbourhood plan*. Supports the potential allocation of up to 465 m² of community space and 185 m² of sustainability space, subject to siting and funding arrangements. See section 2.3.3 and Appendix B.
https://planning.ubc.ca/sites/default/files/2025-07/Wesbrook_Place_Neighbourhood_Plan_Final2025.pdf
2. University Neighbourhoods Association. (2026, May 26). *Board agenda package: Open session*. Includes the Winter 2026 Recreation Seasonal Report and May management report, supporting references to room constraints, children's and youth programming, seniors' choir participation, open-mic attendance and uneven program demand.
<https://www.myuna.ca/assets/media/2026/05/2026.05.26-Board-Agenda-Package-Open-Session-FINAL.pdf>
3. University Neighbourhoods Association. (2026, September 22). *UNA Board meeting: Open session reading package*. Supports references to competition between internal programs and external rentals, existing community events, and the anticipated Recreation and Culture Review in 2027–28.
<https://www.myuna.ca/assets/media/2026/09/2026.09.22-UNA-Board-Meeting-Open-Session-Reading-Package-FINAL.pdf>
4. National Endowment for the Arts. (2021, April 15). *New report examines the role of arts and culture in fostering social cohesion and community well-being*. Summarizes the *WE-Making* research on how locally rooted, inclusive arts activities can strengthen social cohesion and community wellbeing.
<https://www.arts.gov/news/press-releases/2021/new-report-examines-role-arts-and-culture-fostering-social-cohesion-and-community-well-being>
5. Fancourt, D., & Finn, S. (2019). *What is the evidence on the role of the arts in improving health and well-being? A scoping review* (Health Evidence Network synthesis report 67). WHO Regional Office for Europe. Reviews evidence from more than 3,000 studies concerning arts engagement, health and wellbeing. [NCBI Bookshelf](https://www.ncbi.nlm.nih.gov/books/NBK553773/)
<https://www.ncbi.nlm.nih.gov/books/NBK553773/>
6. Catterall, J. S., Dumais, S. A., & Hampden-Thompson, G. (2012). *The arts and achievement in at-risk youth: Findings from four longitudinal studies*. National Endowment for the Arts. Examines associations between arts engagement and academic and social outcomes among young people from disadvantaged backgrounds. The findings establish associations rather than proving causation. [National Endowment for the Arts](https://www.arts.gov/impact/research/publications/arts-and-achievement-risk-youth-findings-four-longitudinal-studies)
<https://www.arts.gov/impact/research/publications/arts-and-achievement-risk-youth-findings-four-longitudinal-studies>
7. City of Vancouver. (2019). *Making space for arts and culture: Vancouver cultural infrastructure plan*. Provides a regional planning precedent for protecting and developing affordable, accessible spaces for cultural creation and presentation. [vancouver.ca](https://vancouver.ca/files/cov/making-space-for-arts-and-culture.pdf)
<https://vancouver.ca/files/cov/making-space-for-arts-and-culture.pdf>

8. Vancouver Tool Library. (n.d.). *About*.
Provides a local example of cooperative tool ownership, shared resources and community knowledge-sharing.
<https://vancouvertoollibrary.com/about/>
9. University of British Columbia. (2026, June). *Neighbourhood Climate Action Plan: Progress update*.
Supports references to joint UNA–UBC funding for repair and reuse programming and actions involving sharing, reuse hubs and repair.
https://planning.ubc.ca/sites/default/files/2026-06/NCAP%20Progress%20Update_June%202026_AppendixFull.pdf
10. University of British Columbia, Campus and Community Planning. (n.d.). *Wesbrook Place*.
Identifies the three existing Vancouver School Board schools serving UBC and the land reserved in Wesbrook for a future elementary school. [UBC Campus & Community Planning](https://planning.ubc.ca/planning-development/policies-and-plans/ubc-neighbourhood-planning/wesbrook-place)
<https://planning.ubc.ca/planning-development/policies-and-plans/ubc-neighbourhood-planning/wesbrook-place>



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

William Emo, UEL Manager
5495 Chancellor Boulevard
Vancouver, BC V6T 1E2

Subject: Notice of Concern Regarding Wood Smoke from UEL Residential Properties

Dear William,

I am writing to formally bring to your attention a matter of concern regarding the residential wood fires being produced in homes on University Endowment Lands property.

University Neighbourhood Association residents have raised concerns about the consistent smoke drifting directly into neighboring areas, creating an uncomfortable and potentially hazardous living environment.

While the UNA recognizes that Metro Vancouver Bylaw *Residential Indoor Wood Burning Bylaw 1303, 2020* applies to residential fireplaces in the area, our residents have raised specific complaints around wood burning appliances, including respiratory health and general discomfort; particularly for very young or elderly residents and particularly those with pre-existing conditions like asthma. Further, the smoke prevents neighbors from keeping windows open for fresh air, or from enjoying outdoor amenities when the air is smoky. Some concern has also been raised on the environmental impact of wood burning.

Our hope is that the UEL takes a proactive approach in the context of existing regional bylaws to determine best course of action, including actively promoting existing registration requirements in the UEL, promotion of reporting communication channels for resident concerns – all with a focus on supporting reasonable residential enjoyment in the surrounding neighbourhoods.

Thank you for your prompt attention to this matter and for helping maintain a healthy, comfortable environment for everyone. We're happy to meet to discuss the matter further.

Sincerely,

Eagle Glassheim, Board Chair University Neighbourhood Association

cc: UEL Community Advisory Council
cc: Paul Thorkelsson, Chief Administrative Officer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

202-5923 Berton Ave., Vancouver, British Columbia V6S 0B3 T: 604.827.5158 F: 604.827.5375 reception@myuna.ca www.myuna.ca