A. AGENDA & MINUTES 5 minutes
   1. Adoption of June 13, 2017 Agenda
   2. Adoption of May 9, 2017 Minutes

B. REPORTS 20 minutes
   1. RCMP University Detachment (on table)
   2. UBC Campus & Community Planning, A. Savelson
   3. AMS Report, S. Lin (on table)
   4. Electoral Area A, M. Harris
   5. Executive Director, J. Fialkowski
   6. Report from the Board of Governors, C. Menzies (tentative)

C. OLD BUSINESS (in package) 40 minutes
   1. List of UNA Priorities, R. Alexander
   2. UNA/IFC Working Group Terms of Reference, S. Lin
   3. UNA By-law Review Committee: Member Appointments, R. Alexander
   5. NA 2015 Schedule ‘H’ Designated Building Agreement for Central, University Boulevard, R. Alexander

D. NEW BUSINESS (in package) 30 minutes
   1. UNA Staff Child Care Proposal, M. Shakespeare (deferred from May 2017)
   2. Parking Strategy Update, W. Sit (deferred from May 2017)
   3. Summer Board Meeting Schedule, R. Alexander
   4. UNA AGM and Elections Date, R. Alexander

E. FINANCIALS, Ying Zhou, Treasurer (in package) 5 minutes
   1. April 2017 Financial Statement

F. FOR INFORMATION 5 minutes
   1. Parking: Day Pass Update, W. Sit

5:00 pm Delegations
Residents wishing to address the Board of Directors are requested to register on the speakers list prior to the start of the meeting and to state their name and address before addressing the Board. Delegates should note that details of their presentations, including their names, may be included in the public minutes of the meeting.

An in-camera session of the Board to discuss contractual agreements will immediately follow the public session.

Next Board Meeting: Tuesday, July 11, 2017, 5:00 pm - 7:00 pm
Present: Richard Alexander, Laura Cottle (Secretary), Ying Zhou (Treasurer), Rose Wang, Raymundo Escalona,
Regrets: Michael Shakespeare, Carole Jolly, Sally Lin

In attendance: Jan Fialkowski, Executive Director; Calvin Cheung, Director of Operations and Risk Management; Beanie Bains, Interim Finance Manager; Wegland Sit, Sustainability Manager

Meeting was called to order at 5:05 pm.

PRESENTATION: HR Project, Phase 2 – Employer Value Proposition, Cissy Pau, Clear HR Consulting

A. AGENDA AND MINUTES
   1. Approval of Agenda
      MOVED BY Laura Cottle, THAT the Agenda of the May 9, 2017 Board Meeting be approved with the deferral of items C.4, D.2 and D.3.  
      CARRIED

   2. Approval of Minutes
      MOVED BY Richard Alexander, THAT the Minutes of the April 11, 2017 Board Meeting be approved.  
      CARRIED

B. REPORTS
   1. RCMP University Detachment
      Regrets.

   2. UBC Campus + Community Planning
      Report received.

   3. Alma Mater Society
      Regrets from Director Lin.

   4. Electoral Area A
      Report received.

   5. Executive Director
      Report received.

   6. Reporting from the Board of Governors
      No report this month.
C. OLD BUSINESS
   1. List of UNA Priorities
      Priorities received.
   
   2. HR Project Phase 2: Employer Value Proposition
      Report received.

      MOVED BY Raymundo Escalona, THAT the UNA Board of Directors supports the recommendation of
      the UNA HR Standing Committee and endorses the Employer Value Proposition, as developed by UNA
      staff with the assistance of Clear HR Consulting, with the objective of incorporating the EVP into the
      recruiting and retention of UNA staff.

      CARRIED UNANIMOUSLY

      MOVED BY Rose Wang THAT the UNA Board of Directors supports the recommendation of the HR
      Standing Committee to provide both the Employer Value Proposition and the current below-market
      UNA Salary Ranges to the UNA UBC Joint Financial Task Force for consideration as the UNA faces
      significant financial challenges that impede retaining and recruiting qualified and experienced staff.

      CARRIED UNANIMOUSLY

   3. UNA Bylaw Review: new Committee Terms of Reference
      Report received.

      MOVED BY Raymundo Escalona, THAT the UNA Board of Directors accepts and approves the Terms of
      Reference for the UNA Governance and By-law Review Committee with the proposed amendments to
      the name of the committee and its purpose:

      The UNA Bylaw Review Committee is a subcommittee under the UNA Board of Directors. The
      committee’s purpose is to consider reforms to the UNA by-laws. The committee will make
      recommendations to the UNA Board of Directors, taking onto consideration public comments
      received through the draft bylaw consultation process.

      CARRIED UNANIMOUSLY

   4. 2017 UNA Elections Procedures
      Deferred to June 2017 board meeting.

D. NEW BUSINESS
   1. NA 2015 Schedule ‘H’ Designated Building Agreement for Central, University Boulevard
      Report received.

      MOVED BY Richard Alexander, THAT the UNA Board of Directors will enter into a Designated Building
      Agreement with UBC for the first university housing building on University Blvd – Central – as
      contemplated in the Neighbours’ Agreement 2015.

      MOTION DEFERRED TO JUNE 2017 BOARD MEETING
ACTION: An opinion will be obtained from legal counsel to confirm whether the designated building agreement might violate UNA By-laws.

2. UNA Staff Child Care Proposal
   Deferred to June 2017 board meeting.

3. UNA Parking Strategy Update
   Deferred to June 2017 board meeting.

E. FINANCIALS
   1. Monthly Financial Statement
      Report received.

2. Access Reserve Proposal
   Report received.

   MOVED BY Richard Alexander, THAT the UNA Board of Directors supports the recommendation to propose to the UNA/UBC Joint Financial Task Force to transfer the balance of the Access Reserve (approx. $475,000) to the Rate Stabilization Reserve and close the Access Reserve.
   CARRIED UNANIMOUSLY

3. Year End Audit Update
   Report received.

F. FOR INFORMATION
   1. Board Performance Report, Period 4: January to April 2017
      Report received.

2. 2016 Green Depot Update
   Report received.

Meeting adjourned at 6:20 pm.
Event Notification: Below is information on June campus events:

Sun, June 11th, 7am to 4pm – Global National Masters Cycling Championship Race
SW Marine Drive, West 16th and City of Vancouver roads. http://planning.ubc.ca/news-events/event/2017-05-17/global-national-masters-cycling-championship

Tues, June 13th, 6:30pm to 10pm – World Tuesday Night Championship Bike Race
Clockwise around Thunderbird Stadium – Stadium Road, East Mall, West 16th Avenue, SW Marine Drive. http://planning.ubc.ca/news-events/event/2017-05-03/world-tuesday-night-championship-bike-race-0

Fri, June 16th, 6:30pm – 9pm – Longest Day Road Race
Main Mall, Stadium Road, West 16th, West Mall, Stores Road, Memorial Road, Agricultural Road. http://planning.ubc.ca/news-events/event/2017-04-12/longest-day-road-race

Sunday, June 25th, 7:30am – 9am - Scotiabank Vancouver Half-Marathon
East Mall, West 16th and SW Marine Drive, NW Marine Drive. http://planning.ubc.ca/news-events/event/2017-04-13/scotiabank-vancouver-half-marathon

Community Development

Another successful week of car-free fun with Walk n’ Roll: From May 15-19 we encouraged kids (and parents) to leave their car at home and get walking, biking or rollerblading to school. This year we ended Walk n’ Roll celebration week with something new: a Car Free Morning at Norma Rose Point School. For this, Ortona Road was transformed into a family-friendly festival where children enjoyed playing games, learning about nature and meeting police officers and firefighters while munching on healthy snacks. Feedback from students, parents and teachers was very positive including requests for Car
Free Morning to be an annual event. Check out the photo story:  
https://utown.ubc.ca/carfreemorning

**Celebrating Community Grants:** This June, we are celebrating another great year of Community Grant projects under our new expanded UTown@UBC Community Grant program! We are holding our annual celebration event for grant recipients and their families on June 9th at the Old Barn Community Centre. This event gives grant recipients the opportunity to share ideas and learnings from their projects with each other. We’ve asked Nihal Elwan, the Vancouver resident behind Tayybeh pop up dinners featuring traditional meals prepared by Syrian refugee women to speak to our guests about the ripple effect of small community projects. The Tayybeh pop up dinners were started with a Vancouver Foundation Neighbourhood Small Grant and have quickly grown into a huge success.

Have a look at a feature story about one of our Musqueam community grant projects involving cedar basket weaving and see why we get so excited about our many community grant projects in the UBC community!  https://planning.ubc.ca/vancouver/news-events/newsletter/2017-05-31/musqueam-community-members-connect-cedar-grants-expand-musqueam

**Development Services**

**DP17016 Lots 7&8 – Residences on Nobel Park, Wesbrook Place:** A DP application was received June 1st for a residential project comprising 267 units within a 14-storey highrise, 5-storey mid-rise and 2/3-storey townhomes. The Public Open House is scheduled for Tuesday June 20th, from 5:00-6:30 pm, at the Wesbrook Welcome Centre and the online comment period is open from June 5-27. The DP Board Meeting will be on Wednesday, July 26 from 5-7pm at the Wesbrook Community Centre. For more information or to submit your online comments go to:  https://planning.ubc.ca/vancouver/projects-consultations/application/neighbourhood-lands/wesbrook-place-lots-7-8

**DP17014T Nobel House Antennas, Wesbrook Place:** A proposal was received for rooftop telecommunications antennas on Nobel House in Wesbrook Place. Freedom Mobile has requested the installation of wireless telecommunication antennas (3) and related equipment on the roof of Nobel House. A Public Open House is scheduled for Tuesday June 20th, from 5:00-6:30 pm, at the Wesbrook Welcome Centre (to be held concurrently with
Lots 7&8, see above). Note: there will be no formal presentation to DP Board. For more information or to submit your online comments go to:

**DP17018 Gage Courtyard Improvements, Gage Student Residences:** A proposal was received for landscape and electrical improvements to the Walter H. Gage Residences courtyard area. Note: Gage student residences are adjacent to Chancellor Place. The online comment period is open from June 5-27. A Public Open House is not yet confirmed. For more information or to submit your online comments go to:

**SLP16073 Lots 7&8 and SLP17020 Lot 11, Geotechnical Test Holes, Wesbrook Place:** An applicant has submitted noise mitigation work plans for both Lot 7&8 and Lot 11 residential projects. All proposed test holes are located within either the 60m vegetation buffer or the 160m noise buffer surrounding the eagle nest site identified in the report entitled “Protected Species Management Plan: Bald Eagle” dated March 23, 2017 prepared by Diamond Head Consulting Ltd. In accordance with this report, work may only proceed on the test holes if it is in compliance with a mitigation work plan prepared by a Qualified Environmental Professional (QEP).

**SLP17034 Neighbourhood District Energy System (NDES), Wesbrook Place:** An application is being processed for an extension of the NDES for distribution piping along Ross Drive between Prodigy and Pine & Cypress Houses. A noise mitigation work plan has also been requested for this project. Vehicular circulation on Ross Drive will be impacted during construction.

**Sustainability and Engineering**

**UBC Climate Action Plan 2020 and BRDF Expansion:** The UBC Climate Action Plan 2020 Update was presented to the UBC Board of Governors on June 2016 recommending a two phased approach. Phase 1 focused on demand side management actions to reduce GHG emissions and Phase 2 included an analysis of energy supply options.
In April 2017, staff reported back on Phase 2 recommending the expansion of the BioEnergy Research and Demonstration Facility (BRDF). UBC Board of Governors gave the green light for staff to undertake further due diligence and develop detailed project and program requirements together with preliminary capital and operating budgets. Stakeholder workshops are currently being planned between June 19-23, as part of the detailed project planning. UNA staff and a UNA Board Director will be invited to participate in this early consultation. Pending Board of Governor approval in the Fall, the project will follow UBC’s capital and development approval process, which will include opportunity for public comment. The project timeline is approximately two years, targeting a Fall 2019 completion.
My Upcoming Meetings

**Metro Vancouver Board**
Friday, June 23, 2017

**Mayors’ Council on Regional Transportation**
Thursday, June 29, 2017

**Electoral Area Committee**
Wednesday, July 5, 2017

**Climate Action Committee**
Wednesday, July 5, 2017

**Mayors Committee**
Friday, July 7, 2017

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Emotive

Visitors to the recent UHill Elementary School Earth Day BBQ got a chance to learn about electric vehicles (EVs) thanks to a Metro Vancouver collaboration called Emotive.

Metro Vancouver has been involved in Emotive, a BC-wide campaign to raise public awareness of EVs, for the past four years. The Emotive team attends events all over Metro Vancouver and throughout the province, providing an opportunity for prospective EV owners to have technical questions answered by neutral third parties without sales pressure. In addition, at some events, Emotive provides a unique service – an opportunity to test drive different EVs.

At the Vancouver International Auto Show earlier this year, the Emotive campaign recorded more than a thousand test drives – nearly triple the number in 2015 – showing the public’s interest in electric vehicles is on the rise.

The next major public test drive event Emotive will be participating in is Electrafest, to be held July 15 in Vancouver at Concord Pacific Plaza.

For more information, visit emotivebc.ca or join the conversation at www.facebook.com/emotivebc

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Recycling and Banned Materials

Metro Vancouver issued fewer surcharges for banned materials at its regional transfer stations over the past two years, suggesting residents are getting better at recycling items rather than throwing them in the trash.

The regional district has banned recyclable materials from the garbage in an effort to encourage recycling, and the surcharges act as a financial deterrent as they can be applied if banned materials such as cardboard or recyclable containers are found in the trash. The decrease in the number of surcharges is also reflected in a steady increase in recycling rates across the region year to year.
In 2016, electronic waste, mattresses, and cardboard were the most commonly surcharged materials. However, the total number of surcharges issued for mattresses and cardboard was down in 2016 from the previous year, indicating an improvement in recycling habits. Surcharges were also issued for paint, clean wood, food waste, and recyclable paper.

Recyclable materials should be separated from garbage and recycled in accordance with the instructions for your building or neighbourhood, or delivered to a recycling depot. Regional transfer stations accept many items for recycling as well. Details on materials accepted at regional disposal facilities can be found [here](http://www.metrovancouver.org/services/solid-waste/garbage-recycling).

**Transportation and Public Transit**

*Mobility Pricing Independent Commission*

On June 6, the Mayors’ Council on Regional Transportation and TransLink’s Board of Directors announced the launch of the Mobility Pricing Independent Commission.

The Commission’s purpose is to make recommendations to the Mayors’ Council and the TransLink Board on how to improve the way transportation is priced in Metro Vancouver, including the use of roads and bridges. It is being asked to evaluate mobility pricing options for Metro Vancouver based on the following objectives:

- **Reduce traffic congestion** on roads and bridges across the region, so people and goods can keep moving and businesses can thrive and be competitive.
- **Promote fairness** to address concerns around our long-standing approach to tolling some roads and bridges but not others.
- **Support transportation investment** to improve the current transportation system in Metro Vancouver for all users.

The Commission will engage broadly and use its findings as key inputs to help inform and guide its recommendations. Public and stakeholders from across the region will be able to take part in the Commission’s work through a variety of engagement opportunities across Metro Vancouver and online.

The Commission will commence its work immediately, and is to provide its report and recommendations by Spring 2018.

Further information on the Commission and its full terms of reference are available on the Commission’s website: [www.mobilitypricing.ca](http://www.mobilitypricing.ca).
Mayors’ Council and TransLink 90-Day Action Plan

On May 29, the Mayors’ Council and the TransLink Board announced a 90-Day Action Plan for Metro Vancouver Transportation. The Plan was sent to the major provincial political parties and to all MLAs for the Metro Vancouver region.

The Action Plan calls on the new provincial government to be ready to make quick decisions over the summer and fall to put the funding in place for Phase 2 of the 10-Year Vision for Metro Vancouver Transit and Transportation. Fast provincial action is needed to avoid costly project delays, and to access federal transit funding.

The Action Plan describes five priority areas requiring government decisions by the fall. These include:

- confirming a 40% provincial contribution to new transit projects, including $2.2 billion in matching funding for the Broadway subway and South of Fraser LRT, and a $360 million contribution towards upgrading the existing SkyTrain system;
- collaborating with the Mayors’ Council to develop fair, affordable revenue sources that will provide the additional funding needed to implement the rapid transit projects and other elements of Phase 2 of the 10-Year Vision; and
- enabling a new development levy to complete the funding of Phase 1 of the 10-Year Vision.

The Action Plan is available from the link on this page: www.curecongestion.ca.

BC Energy Step Code

The B.C. government in April adopted the BC Energy Step Code, which sets out a path to make all new buildings “net zero energy ready” by 2032. This will help further Metro Vancouver’s goal of reducing greenhouse gas emissions in the region.

The Code aligns with one of the policies that Metro Vancouver, in its submission to the provincial Climate Leadership Plan process, identified as foundational to reaching provincial and regional GHG reduction targets.

Residential and commercial buildings currently generate about a third of the region’s greenhouse gas emissions. A net zero energy building produces as much energy as it consumes over a year, as it is designed to minimize energy use and have its energy needs supplied by renewable energy created by the energy systems of the building.
The BC Energy Step Code is a voluntary roadmap that establishes progressive performance targets (i.e., steps) that can be used to encourage, or require, more construction of energy-efficient residential and commercial buildings.

The provincial government established a multi-stakeholder Energy Step Code Council to support local governments and industry. The Council will actively support the implementation of the BC Energy Step Code with research, training, communications, and policy guidance.

**Iona Project Definition**

Metro Vancouver will be replacing the Iona Island Wastewater Treatment Plant with a state of the art facility providing more extensive treatment of sewage to produce a higher quality effluent. The Iona Island Wastewater Treatment Plant serves approximately 680,000 people within the Vancouver Sewerage Area which includes the City of Vancouver, parts of Burnaby and Richmond, as well as the University Endowment Lands, the University of British Columbia, and the reserve lands of the Musqueam Indian Band and Squamish Nation.

The timeline for the new plant has three main phases. It starts with the Project Definition Phase, followed by detailed design and construction and completes with commissioning the new plant.

The project definition work is scheduled for completion in 2019. It will include a decision regarding project procurement that will allow the project to proceed to the detailed design and construction phase. This phase will fully define the scope of the Iona Island Secondary Wastewater Treatment Plant that will be built on the site to replace the existing primary treatment plant.

The consultation and communications process will be structured to ensure that all parties with an interest in liquid waste management or the potential to be affected by construction and operations of the project have an opportunity for input and receive relevant project information. The process will focus on groups within the region: Metro Vancouver members, government agencies, First Nations, special interest groups and the public.

Metro Vancouver anticipates the new facility will be ready by 2030.

**Regional Park Use Report**

Metro Vancouver Regional Parks published its annual statistics report for parks visits, visitor services and volunteering in 2016. The data is used to communicate the benefits of the regional parks system to the Metro Vancouver Board and the public, and to support ongoing park planning, capital planning, facility development, and other programs and management.

2016 marked the first-ever observed decrease in visitation to regional parks, with 2% fewer visits compared to 2015. This decrease is believed to be associated with wetter and cooler weather combined with a sharp decrease in visitation to Capilano River Regional Park (-35%) due to access impediments and a relatively poor fishing season.
Pacific Spirit Regional Park saw 2,225,000 total visits (down 4%), hosted 152 special events for 4,633 participants, and logged 6,718 volunteer hours through the Pacific Spirit Park Society.

**2016 Regional Parks Visitors, Visitor Services and Volunteers Report**

**Community Works Fund**

On May 24, Metro Vancouver staff and I met with representatives of the UNA, UBC and the UEL Community Advisory Council (CAC) to continue the discussion about shortlisted projects that would potentially be recommended to the MVRD Board for funding from the Community Works Fund. At the meeting, the group confirmed that pedestrian and cycling amenities along Wesbrook Mall and at key intersections (Wesbrook Mall at University Blvd. and Wesbrook Mall at Chancellor Blvd.) remain priority projects for funding. In their deliberations, they noted that Wesbrook Mall road improvement work has been delayed until spring 2018 due to technical and financial issues that still need to be resolved. UBC expects to have detailed information related to Wesbrook Mall pedestrian and cycle amenities sometime in fall 2017. In anticipation of this additional information, the group expects to meet in the fall and to make a recommendation at that time. In addition to the Wesbrook Mall improvements idea, the UNA Board and UEL CAC can discuss projects that may serve their communities independently and bring those forward for consideration at the fall meeting.

The group also discussed noise affecting the UNA and UEL communities. It was noted that UBC gave a presentation on noise management approaches to both the UEL CAC and UNA Board in early 2017. UBC is working to address noise from existing sources and to incorporate noise mitigation into their planning and design processes. Discussion at the meeting centred on touching base with the UEL CAC to confirm if letting UBC’s process unfold was the best way to move forward at this time.

**Water Wagon**

Metro Vancouver’s Water Wagon travels to outdoor events throughout the region to let eventgoers refill their water bottles and learn more about Metro Vancouver’s drinking water.

The Water Wagon is staffed by an outreach team that promotes tap water by sharing information about water quality and the region’s supply and treatment systems. The Water Wagon is a regional resource, and is available to attend public events from mid-May to the end of September, at no cost to event organizers or attendees. Criteria used to select events include regional representation, the anticipated number of attendees, length of event, opportunities for engagement, and access to GVWD water on site.

Event recruitment is ongoing, so if you would like to have the Water Wagon at an event, I encourage you to contact Metro Vancouver’s Tap Water Team. tapwaterteam@metrovancouver.org

http://www.metrovancouver.org/services/water/conservation-reservoir-levels/water-wagon/
Metro Vancouver Close Up

Metro Vancouver Close Up shows how municipalities and community groups are promoting sustainability and shared regional goals. New videos are posted each month. To see sustainability stories about Metro Vancouver, you can search “Metro Vancouver Close Up” at metrovancouver.org or follow metrovancouverblog.org.

For More Metro Vancouver News and Updates
http://www.metrovancouver.org/metroupdate/

Links & Connections

Metro Vancouver
www.metrovancouver.org

Maria Harris, Electoral Area A Director
www.mariaharris.ca

@EADirector_Twitter
www.twitter.com/EADirector

Mayors’ Council on Regional Transportation

Union of BC Municipalities
www.ubcm.ca

University Neighbourhoods Association
www.myuna.ca

University Endowment Lands Administration
www.universityendowmentlands.gov.bc.ca

UEL Community Advisory Council
www.uelcommunity.com

Metro Vancouver Media Releases
www.metrovancouver.org/media-room

Metro Vancouver Videos
www.metrovancouver.org/media-room/video-gallery

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1. **UNA List of Priorities**

   Staff are responsible to manage the core business of the UNA articulated in the UNA List of Priorities:
   - By-law application
   - Culture, recreation and community services
   - Emergency preparedness capacity
   - Public realm management
   - Resident & stakeholder engagement

   As part of the work plan of the management team, we review these priorities on a regular basis individually and with our respective team members and other partners including UBC and UBCPT. A ‘day to day’ reporting is not made to the Board, but reports with recommendations are made to the standing committees or the entire Board monthly for items that require financial support not contemplated in the approved budget or if they are related to policy changes. Also provided are monthly updates, like the ones below.

   Staff also provide support to the standing committees and Directors to complete their priorities. An indication will be made on Board reports if the subject matter is part of the Board’s List of Priorities.

   The Directors have agreed to undertake comprehensive review of the current Priorities in the Fall of 2017 as these have not been thoroughly reviewed since May 2015.

2. **Compliance with the BC Societies Act**

   In July 2016, the UNA Board of Directors agreed to undertake a project to become compliant with the new B.C. Societies Act. The legal firm of Borins & Company was engaged by the UNA Board to assist. The UNA did not undertake a general revision of the By-laws, but conducted a review with the intention of amending the UNA By-laws in accordance with the following objectives:

   - To comply with the provisions of the new Societies Act
   - To support the purposes and goals of the UNA
   - To reflect the practices of the UNA
   - To be internally consistent with clear language, and
   - To comply with any contractual agreements the UNA has entered into with the University of British Columbia or other third parties that impact the UNA’s authority

   At the January 10, 2017 meeting of the Board, the Directors approved releasing the draft By-laws for public consultation. By the end of the consultation period (February 9), the UNA had received comments from seven residents. Although the Board of Directors, for the purposes of compliance, were not contemplating substantive changes to the By-laws, the seven residents indicated they wanted more substantive changes to the By-laws. At the February 2017 meeting of the Board, the Directors
agreed to defer the Special General Meeting, that was originally scheduled for April, to engage more broadly with members and residents in order to gauge interest for more substantive changes. The UNA By-law Review Committee was established by the Directors in April 2017 and a Terms of Reference was approved in May 2017. The Directors will appoint members to the committee at its June meeting. Meetings of the UNA By-law Review Committee will commence in July 2017. A report is included in the June 2017 Board package under agenda item C.3.

** This item is a priority included in the UNA List of Priorities

3. **The UNA UBC Joint Financial Task Force / UNA Services Review**

   The Joint Financial Task Force will meet on June 26, 2017. The UNA is represented on the Joint Financial Task Force by Richard Alexander, Chair; Ying Zou, Treasurer; and former UNA Resident Director Thomas Byer, and they are supported by the UNA Executive Director and the Finance Manager. The Directors have indicated that they wish the joint task force to consider several UNA issues including low staff wages, the UNA employee value proposition, hours of operation of the community centres and the transfer of monies in the Access Reserve to the Rate Stabilization Committee.

   As part of the work of the Joint Financial Task Force, UBC has undertaken an external review of the services provided by the UNA in order to look for additional opportunities to decrease expenses and increase revenues in the UNA operating budget. The consultant is reviewing operating agreements and interviewing key UNA, UBC and UBCPT staff. A report is expected to be presented to the Joint Financial Task Force in September.

   ** This item is a priority included in the UNA List of Priorities

4. **UNA Board Meeting Procedures Policy**

   At the April 2017 in-camera session of the UNA Board of Directors, the Directors asked UNA Legal Counsel to draft UNA Board Meeting Procedures that will be adopted as a Board policy. A draft policy is expected for the July 2017 Board meeting for the consideration of the Directors.

   ** This item is a priority included in the UNA List of Priorities

5. **Wesbrook Community Centre Café**

   It had been anticipated that the WCC would have a small café to provide refreshments for community centre patrons. Staff had negotiated with a local retailer while the community centre was under construction. However, the retailer informed staff that it had reconsidered and would not accept the UNA’s offer.

   The Directors may wish to re-consider the installation of a café in the Wesbrook Community Centre as the area designated for the café is heavily used by patrons of the community centre for other activities. The proximity of many retail food operations in Wesbrook Village make it easy for patrons to find refreshments elsewhere. The anticipated revenues for such a small area may not sufficiently outweigh
the costs of cleaning, garbage disposal and the loss of community space.

** This item is a priority included in the UNA List of Priorities

6. **Wesbrook Centre Child Care Centre**
UNA and UBC staff are currently considering a recommendation made by UBCPT to build child care in the market rental building on Lot 11 in Wesbrook Place instead of phase 2 of the Wesbrook Community Centre. Financially it might be more prudent to develop a child care facility in this building. A recommendation for the Directors to consider will be presented at the July Board meeting.

** This item is a priority included in the UNA List of Priorities

7. **Neighbourhood Signage Policy**
As directed by the Board at its February 2017 meeting, staff is currently developing the scope of a policy. To be enforceable, a comprehensive neighbourhood signage policy would require approval of UBC under the authority given to the UBC in the University Act. That authority could then be delegated to the UNA through a bylaw approved by the Board of Governors.

8. **Phase 2 - HR Project - Completed**
The project which included the standardization of staff job descriptions, the hiring process and the development of an Employer Brand is nearing completion. Clear HR Consulting presented their report to the Board of Directors on May 9, 2017. This project is now virtually complete.

9. **Parking Strategy**
The UNA Board of Directors tasked staff with developing a comprehensive long-term parking strategy for consideration. Staff have started the work on this project. The outline is included in the June 2017 Board meeting package under agenda item D.2. (This was deferred from the May meeting of the Directors.)

10. **Community Works Fund**
On-going meetings with Metro Vancouver Electoral Area A, the UEL and UBC continue with the objective of agreeing on a joint project that can be presented to the Metro Vancouver Board from all parties that will use the approximately $600,000 for 5 years (2011-2018) allocated as part of the Renewed Gas Tax Agreement between the Federal Government and the Union of BC Municipalities. Currently the primary project being considered would be part of the UBC reconfiguration of Wesbrook Mall and would contemplate enhanced bike/pedestrian user-friendly intersection features for Wesbrook Mall and University Blvd, including cycling signals, pedestrian countdown timers, corner landscaping features, possible cycling improvements between Western Parkway and UBlvd and stamped asphalt crosswalks. A decision on a final project for approval by all parties is anticipated for the Fall of 2017.
Date: June 8, 2017
From: Richard Alexander, UNA Chair

The following List of Priorities for 2015 – 2016 was approved by the UNA Board of Directors at its May 12, 2015 meeting and will be reviewed by the Directors monthly as part of each Standing Committee meeting and each Board meeting. It has been amended from time to time to reflect current conditions.

Operations
- Childcare in Wesbrook Place (amended from Childcare in East Campus and Wesbrook Place July 2016)
- Electoral Reform
- Organizational capacity
- Strategic Communications report – review & implement
- Volunteer committees: value, contribution & operation
- Wesbrook Community Centre: budget & programming
- Iona Green Noise Mitigation (amended from Iona Green Play Equipment Relocation June 2016)

Governance
- Access Agreement Review
- Neighbours’ Agreement review & amendments
- Organizational effectiveness – Watson Inc. report
- Organizational capacity – Board code of conduct, ethics & responsibilities
- Compliance to the new BC Society Act: UNA Constitution and Bylaws (added January 2016)
- Standing Committee Policies and Procedures (added November 2016)

Finance
- Budget: create a 5-year Strategic and Financial plan, including reserve fund management, with the assistance of UBC to create a financially sustainable operation (amended March 2016)
- Monitor variable property tax rates – from the CoV (amended January 2017)

Staff managed core business
- By-law application
- Culture, Recreation and community services
- Emergency Preparedness capacity
- Public Realm management
- Resident & stakeholder engagement

* A review of the Strategic Priorities will be undertaken in the Fall of 2017
Date: May 3, 2017

From: Jan Fialkowski, Executive Director

BACKGROUND

For many years, UNA residents who live in close proximity to the Fraternity Village have expressed concerns to the university and to the UNA Board of Directors about events in the Fraternity Village that affect their quality of life.

At the March 14, 2017, meeting of the UNA Board of Directors, the President of the Inter Fraternity Council presented Noise Control Bylaws that have been adopted by the IFC. The IFC has reached out to the UNA to strengthen relationships between the fraternities and residents. Former AMS Director Kathleen Simpson suggested establishing a committee comprised of members from both organizations to recommend and develop initiatives to build a positive and mutually beneficial relationship.

RECOMMENDATION

Newly appointed AMS Director Sally Lin offers the attached draft Terms of Reference for the Directors’ consideration.

MOTION

MOVED BY , THAT the UNA Board of Directors accepts the proposed Terms of Reference and agrees to establish with the Inter Fraternity Council a UNA IFC Partnership Committee to monitor ongoing collaborations and points of interest in the relationship between the Interfraternity Council and the UNA.
UNA and IFC Partnership Committee
Terms of Reference

Approved ___ 2017

1. Purpose

The UNA IFC Partnership Committee, a subcommittee under the UNA Board of Directors, serves the UNA Board of Directors to monitor ongoing collaborations and points of interest in the relationship between the Interfraternity Council (IFC) and the UNA. The committee will assist the Board in creating new initiatives to strengthen the relationship between both the IFC and the UNA, and to strengthen the dialogue between the two organisations.

2. Objectives

The primary goal of the UNA and IFC Partnership Committee is to build a positive and mutually beneficial relationship between both the IFC and the UNA. To achieve this, it will focus on the following activities:

a. To create a space for open dialogue between residents and the IFC.

b. To recommend and initiate initiatives to strengthen the relationship between residents and the IFC, in particular to foster engagement and community between the two organizations and their members.

c. To recommend and initiate solutions to concerns brought forward by residents, the UNA, or the IFC with respect to the relationship between these groups.

3. Composition

The UNA and IFC Partnership Committee consists of:

- UNA residents
- One or more elected Board members
- The AMS Board member
- A representative of the Acadia Park Residence Associations (as appointed by the APRA President)
- One or more UNA staff members
- One or more IFC members (as appointed by the IFC President).
- Optional: A Panhellenic member may also be appointed to the committee by the Panhellenic President.

The Chair will be chosen from amongst the members themselves.

4. Procedures

The Committee shall hold meetings on an as-needed basis and the Chair may call emergency meetings as needed. The chair will approve an agenda prepared by UNA staff and forward this to committee members at least three days before the meeting. A UNA staff may take minutes subject to approval of the committee Chair. The Chair will send the draft minutes to all members and the minutes incorporating revisions and corrections will be approved by the
committee at the next meeting. The Chair will ensure that no fewer than two meetings per year will be held.

5. Reports

The Committee will submit a report on its activities on a bi-annual basis, on a schedule determined by the Committee. Additional reports may be submitted on special activities or concerns as deemed appropriate by the Committee. Reports will be submitted to the Board.

6. Resources

The UNA Board of Directors will allocate resources needed by the UNA and IFC Partnership Committee in carrying out its functions, where possible and deemed appropriate by the Board.
BACKGROUND

The UNA Board of Directors approved a project to amend the UNA’s By-laws to comply with the new B.C. Societies Act in July 2016. In February 2017, the draft bylaws were presented to the UNA membership in an online consultation for comments. The Board received a small number of comments but these suggested more substantive changes which had never been part of the scope of the project. In February 2017, the UNA Board agreed to postpone the Special General Meeting scheduled for April 6 in order to engage and communicate more with UNA members and residents.

At the April 11, 2017 in-camera meeting of the UNA Board of Directors, a decision was made by the Directors to undertake a more comprehensive review of the UNA By-laws in response to the substantive changes proposed. The Directors agreed to establish a UNA By-law Review Committee that would consider the substantive changes proposed, and to bring recommendations back to the Board that would guide the Directors.

MOVED BY Carole Jolly, THAT the UNA Board of Directors will develop a Terms of Reference for a working group to review substantive changes to the current UNA By-laws, and that any proposed by-law changes would not be presented to the UNA membership before the process was complete.

CARRIED UNANIMOUSLY

At the May 9, 2017 meeting of the UNA Board of Directors, the Board agreed to appoint a new By-law Review Committee and approved Terms of Reference for the committee.

MOVED BY Raymundo Escalona, THAT the UNA Board of Directors accept and approve the Terms of Reference for the UNA Governance and By-law Review Committee with the proposed amendments to the name of the committee and its purpose:

The UNA Bylaw Review Committee is a subcommittee under the UNA Board of Directors. The committee’s purpose is to consider reforms to the UNA by-laws. The committee will make recommendations to the UNA Board of Directors, taking onto consideration public comments received through the draft bylaw consultation process.

CARRIED UNANIMOUSLY

At the June 6, 2017, in-camera meeting of the Board of Directors, the composition of the committee was discussed and the Terms of Reference were amended (attached) to appoint the UBC staff member as an advisory member of the committee.

MOVED BY Ying Zhou, THAT the UNA By-law Review Committee Terms of Reference section 2 d) be amended to read One non-appointed UBC staff person, who shall be non-voting.

CARRIED UNANIMOUSLY
The Directors also discussed the membership of the committee and agreed to appoint the members at its next meeting. The approved Terms of Reference indicate the following committee membership:

**Composition**
The UNA Board Governance and Bylaw Review Committee will consist of no more than 5 voting members, and will include:

a) One or more UNA Board Resident Directors;
b) One UBC-appointed UNA Board Director;
c) Maximum two UNA members (selected by the UNA Board);
d) One non-appointee UBC staff person; who shall be non-voting;
e) One or more UNA Staff members, who shall be non-voting;
f) UNA Communications Consultant, who shall be non-voting and participate in an advisory role;
g) UNA Legal Counsel (as needed), who shall be non-voting and participate in an advisory role.

**Appointment**

a) All voting members of the Committee shall be appointed by resolution of the UNA Board.
b) The UBC staff person shall be appointed by UBC Campus and Community Planning.
c) The UNA Executive Director will participate in the committee as one of the UNA staff members.

**Chair**
The Committee will be chaired by a UNA Resident Director, appointed through majority resolution of the UNA Board of Directors.

**MOTION:**
MOVED BY [Name], THAT the UNA Board of Directors appoints the following to the UNA By-law Review Committee:

<table>
<thead>
<tr>
<th>UNA By-law Review Committee Membership</th>
<th>Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNA Board Resident Director, Committee Chair</td>
<td></td>
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<tr>
<td>UNA Board Resident Director</td>
<td></td>
</tr>
<tr>
<td>UBC-appointed UNA Board Director</td>
<td>Carole Jolly</td>
</tr>
<tr>
<td>UNA Member</td>
<td></td>
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<tr>
<td>UNA Member</td>
<td></td>
</tr>
<tr>
<td>Non-appointed UBC staff, non-voting</td>
<td>Aviva Savelson, Senior Policy Planner, C+CP</td>
</tr>
<tr>
<td>UNA staff, non-voting: Executive Director</td>
<td>tba</td>
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<tr>
<td>UNA staff, non-voting</td>
<td></td>
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<tr>
<td>UNA Communications Consultant, non-voting</td>
<td>Therese Mickelson</td>
</tr>
<tr>
<td>UNA Legal Counsel, non-voting</td>
<td>David Borins</td>
</tr>
</tbody>
</table>

The first meeting of the UNA By-law Review Committee will be held in July 2017.
Terms of Reference
UNA Bylaw Review Committee
Approved May 2017
Amended June 2017

1. Purpose

The UNA Bylaw Review Committee is a subcommittee under the UNA Board of Directors. The Committee’s purpose is to consider reforms to the UNA By-laws. The Committee will make recommendations to the UNA Board of Directors, taking into consideration public comments received through the draft By-law consultation process.

2. Composition

The UNA Board Governance and Bylaw Review Committee will consist of no more than 5 voting members, and will include:

a) One or more UNA Board Resident Directors;
b) One UBC-appointed UNA Board Director;
c) Maximum two UNA members (selected by the UNA Board);
d) One non-appointee UBC staff person; who shall be non-voting;
e) One or more UNA Staff members, who shall be non-voting;
f) UNA Communications Consultant, who shall be non-voting and participate in an advisory role;
g) UNA Legal Counsel (as needed), who shall be non-voting and participate in an advisory role.

3. Appointment

a) All voting members of the Committee shall be appointed by resolution of the UNA Board.
b) The UBC staff person shall be appointed by UBC Campus and Community Planning,
c) The UNA Executive Director will participate in the committee as one of the UNA staff members.

4. Chair

The Committee will be chaired by a UNA Resident Director, appointed through majority resolution of the UNA Board of Directors.

5. Scope

a) Review substantive comments received from the UNA membership during the February 2017 consultation on the draft revised bylaws.
b) Consider substantive changes to the UNA bylaws to address comments received from the UNA membership during the February 2017 consultation.
c) Carry out such additional tasks as may be assigned by the UNA Board.
6. Procedures and Operations

Reporting
The Committee will provide monthly updates to the UNA Board. At the termination of its deliberations, the Committee will submit a report to the UNA Board either recommending substantive changes to the UNA bylaws or recommending that no substantive changes be made. The report shall include the Committee’s rationale for its recommendations and any other information the Committee thinks might assist the UNA Board in determining whether to accept the recommendations.

Decision Making
The Board will then make final decisions on the draft bylaws to put to the UNA membership for approval at an annual general meeting or special general meeting. In making recommendations to the UNA Board, the Committee will make best efforts to reach consensus. If consensus is not possible, the Committee will report its differing positions to the UNA Board of Directors.

Conflict with Neighbours’ Agreement 2015
Certain substantive changes to the UNA bylaws that may be considered by the Committee could contravene the Neighbours’ Agreement 2015 between UBC and the UNA. In this case, the UBC employee member of the Committee will so advise the Committee and will keep the Committee informed of the steps, if any, being taken to seek the UBC Board of Governors’ approval for amendments to the Neighbours’ Agreement 2015 to eliminate the potential conflict.

Meeting Schedule
The Committee will begin meeting in May 2017, and monthly thereafter through to September 2017. The Committee may meet more often if needed, at the Chair’s discretion. The Committee will aim to make final recommendations to the September 2017 UNA Board meeting. If recommendations are not finalized by this time, the UNA Board will consider an extension to the Committee timeline.

Agenda
UNA staff will distribute the agenda, meeting date, location, and time for each committee meeting in advance and will document action items and progress of each meeting. Any documents or reports for discussion at the meeting will be circulated to the Committee in advance of the meeting.

Sensitive and Confidential Information
Members of the committee shall be included in and have access to private and sensitive discussions and materials. Committee members are required to uphold confidentiality where required and may not disclose information they are privy to without explicit consent of the Committee and/or the UNA Board, except when required by law.
Deferred from March 2017

Preamble

The following brief report was put together using UNA election-related documents that have come to the Board over the past year. Appendix A contains a table listing all the relevant documents. Text written in italics in this report was taken directly from these documents [source in square brackets].

Report

In 2015, the UNA undertook a review of its election procedures via an Elections Advisory Committee made up of UNA non-Board members. The review included (among other things) a focused examination of voting methods with an intention to move closer to a model envisioned under the B.C. Local Government Act that included discussion of sealed security envelopes, online voting, and poll station voting. [July C.3].

In the 2015 election, an “Enhanced Status-Quo” option using several security envelopes and signed declarations was used. However, in their final report, the committee recommended the adoption of “Option B – a plan to use a municipal best practice of general voting at precinct polling places – to replace the existing mail-in and AGM voting methods. [July C.3]. Actual expenses were $19,900 for this election [Dec.C.4.1-Election Expenses]

As a result of the above recommendation, the 2016 UNA Election implemented significant changes in the electoral process including in-person voting that used an electronic poll book system. Unfortunately, the net result was the lowest voter turnout since 2002 and the most expensive election to date: $29,529 [Dec.C.4.1-Election Expenses].

The 2016 Elections Report [Dec.C.4, by Tanner Boker] sets forth a number of recommendations:

- Re-evaluate the voting method used for the 2017 election
- Re-evaluate communications methods to residents.
- Conduct a Residents Experience Survey
- Re-strike an Elections Review Committee to evaluate the structure of UNA Elections
- Remove UNA staff from the elections process
- Plan a more significant events calendar

It would be very useful to re-strike the Elections Review Committee to more closely examine the recommendations regarding overall election procedures. At a minimum, given apparent barrier and large expense of the voting procedure used in 2016, and given the success of the 2015 elections, the voting procedure for the 2017 UNA election should return to the simpler method of Enhanced Status-Quo used in 2015. This method is supported by our current Bylaws.
WHEREAS

1. UNA Bylaw 3.3 requires that a ballot for the election of Directors accompany the notice of the UNA’s annual general meeting.

2. UNA Bylaw 12.1 provides that a notice may be given to a member either personally or by mail.

3. UNA Bylaw 4.25 permits a member to cast a ballot for the election of Directors in any of three ways: (a) by mailing the ballot to the UNA; (b) by delivering the ballot to the UNA in some other way; or (c) by casting the ballot at the annual general meeting.

MOVED BY , THAT the September 2017 election of Directors to the UNA Board be conducted in accordance with the procedure that was followed for the September 2015 election (“Enhanced Status-Quo”).
Appendix A

<table>
<thead>
<tr>
<th>Board Meeting (Agenda &amp; Minutes)</th>
<th>Board Package and Meeting Minute items that are applicable to Board Election Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10, 2016</td>
<td>B.1. List of UNA Priorities</td>
</tr>
<tr>
<td></td>
<td>ACTION: Director Andrew Parr to look at the elections of September 2015 and to provide advice for the coming elections in 2016</td>
</tr>
<tr>
<td>June 14, 2016</td>
<td>B.1. List of UNA Priorities</td>
</tr>
<tr>
<td></td>
<td>ACTION: Director Andrew Parr and staff to review Elections Advisory Committee Report.</td>
</tr>
<tr>
<td>July 12, 2016</td>
<td>C.3 2016 AGM and Elections Timeline and Regulations, JFialkowski (on agenda)</td>
</tr>
<tr>
<td></td>
<td>C.3 (in package) <strong>UNA General Elections 2016 -- Report &amp; Recommendations</strong> (17 pg report by Tanner Boker, Special Projects Officer)</td>
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<tr>
<td></td>
<td>C.3. (meeting minutes) <strong>2016 AGM and Elections Timeline and Regulations</strong></td>
</tr>
<tr>
<td></td>
<td>4 motions:</td>
</tr>
<tr>
<td></td>
<td>• Accept report &amp; direct staff to implement for Sept. AGM</td>
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<td></td>
<td>• Approve appointment of Independent Electoral Committee (IEC) chaired by the Chief Returning Officer (CRO)</td>
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<td>• Adopt Appendix A with amendments</td>
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<td>• Revise spending limit per candidate</td>
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<tr>
<td>Sept. 13, 2016</td>
<td>C.1. <strong>Appointments to the Elections Advisory Committee and the Governance Compliance Advisory Committee</strong>, JFialkowski (on table) -- Report tabled to October 2016 Board Meeting</td>
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<tr>
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<td>E.1. ED Report (in package)</td>
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<td>5. 2016 UNA Elections Four candidates have been nominated to stand for the three elected Director positions that will be filled at the 2016 UNA Elections on September 28. ... A more detailed report on the elections is included in the September 13, 2016 Board of Directors meeting package under agenda item F.2.</td>
</tr>
<tr>
<td></td>
<td>F.2. <strong>Elections 2016 Update</strong> (p.51 in meeting package)</td>
</tr>
<tr>
<td>Board Meeting (Agenda &amp; Minutes)</td>
<td>Board Package and Meeting Minute items that are applicable to Board Election Procedures</td>
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<tr>
<td>Oct.11, 2016</td>
<td>E.1. ED Report (in package)</td>
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<tr>
<td></td>
<td>2. 2016 UNA Elections UNA elections took place on September 28 with an advance poll occurring on September 21. The three successful candidates are returning Director Richard Alexander and new Directors Rose Wang and Raymundo Escalona. A more detailed report on the elections is included in the October 11, 2016 Board of Directors meeting package under agenda item B.2</td>
</tr>
<tr>
<td></td>
<td>(Detailed Report NOT in B.2)</td>
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<tr>
<td></td>
<td>E. REPORTS 1. Executive Director (meeting minutes)</td>
</tr>
<tr>
<td></td>
<td>Report received with thanks to the volunteers and staff who worked on the 2016 UNA Elections. ACTION: Staff to bring a comparison of the 2015 and 2016 election costs.</td>
</tr>
<tr>
<td>Nov.8, 2016</td>
<td>B.5. 2016 Elections Report - Tanner Bokor, Chief Returning Officer</td>
</tr>
<tr>
<td></td>
<td>(4-pg report, P.63-66 in package: Metric analysis &amp; Recommendations)</td>
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<tr>
<td></td>
<td>C.(B.).5 Elections Report</td>
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<tr>
<td></td>
<td>Report tabled to December board meeting</td>
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<tr>
<td></td>
<td>2016 Elections Report – written by Tanner Boker but presented by Jan (Tanner had short term contract for summer)</td>
</tr>
<tr>
<td></td>
<td>C.4.1 2016 Election Expenses – Serena Hayes, Finance Manager</td>
</tr>
<tr>
<td></td>
<td>4. GUIDE FOR CANDIDATES 2016 UNA ELECTION INFORMATION, POLICIES AND PROCEDURES (package p.57-61)</td>
</tr>
</tbody>
</table>
Date: June 8, 2017

From: Richard Alexander, UNA Chair

BACKGROUND

At the April 28, 2015 meeting of the UNA Operations and Sustainability Standing Committee, UBC C+CP proposed to the Directors that residents who will live in university housing (only available to UBC staff, faculty, students) in the UBlvd precinct would become members of the UNA, as the UNA had always been anticipated to represent all residents on campus that were not living in student academic housing.

Although the precinct would not be a UNA neighbourhood, residents would enjoy the benefits of membership and the services provided by the UNA. In recognition of the cost of providing services, UBC would remit all services levies collected from these residential buildings to the UNA. UBC would provide all municipal services in the precinct.

At the May 2015 meeting of the Board of Directors, the Directors accepted UBC’s proposal and agreed that any residents living in university housing on University Blvd. would be accepted as UNA members if the residents applied for membership.

MOVED BY Tanner Bokor, THAT the UNA Board of Directors agrees with the recommendation of the Operations and Sustainability Standing Committee to support the proposal from UBC that residents who will live in the University Boulevard precinct will be eligible for UNA membership, and recreational and cultural services by the UNA; and it is understood that:

a. All Neighbourhood Levies collected from the residential buildings will be remitted to the UNA as part of the annual Neighbours’ Levy;

b. UBC will provide the municipal services to the neighbourhood at no cost to the UNA.

The Governance Standing Committee will review the details.

CARRIED with 1 abstention Carole Jolly

At the May 9, 2017 meeting of the UNA Board of Directors, a request was made by Director Cottle to confirm with UNA legal counsel that the Designated Bylaw Agreement did not breach any UNA By-laws.

UNA By-Law Compliance

UNA legal counsel David Borins confirmed that residents in Designated Buildings could not become members of the UNA under the current UNA By-laws. However, when drafting the proposed UNA By-laws (2016 Societies Act Compliance Project), acknowledging commitments made by the UNA in the Neighbours’ Agreement 2015, residents in Designated Buildings were included as eligible for membership in the UNA.

By-law 2.2

Individuals who are resident in the Local Areas or a Designated Building, may apply to become Resident Members of the Association by application to the Association, and shall become Resident Members upon the confirmation of...
the Secretary, the Board, or a delegate appointed by the Board, that the person fulfills the requirements of this By-law.

RECOMMENDATION

The first residential building in the UBlvd precinct – Central - opened at the end of May 2017. As contemplated in the Neighbours’ Agreement 2015, Schedule ‘H’, the UNA would enter into a Designated Building Agreement with UBC for each building on University Blvd whose residents would be eligible for UNA membership and enjoy UNA services.

Until the proposed By-laws have been approved by the UNA membership, residents in Central will be provided with UBC Community Service cards. Assuming the proposed By-laws are approved at the UNA 2017 AGM, residents in Central will be able to apply for UNA membership and the UNA Access card.

It is recommended that the Directors agree in principle that the UNA will enter into a Designated Building Agreement for Central on University Boulevard once the proposed bylaws are approved by the UNA membership at the next AGM.

MOTION

MOVED BY , THAT the UNA Board of Directors agrees in principle with the Designated Building Agreement as contemplated in the Neighbours’ Agreement 2015 and will enter into a Designated Building Agreement with UBC for Central on University Boulevard once the proposed UNA By-laws, which permits residents in Designated Buildings to become UNA members, are approved by the UNA membership.
Date: May 1, 2017
From: Jan Fialkowski, Executive Director

Deferred from May 2017

BACKGROUND
In June 2016, the UNA opened its first child care centre at Vista Point, operated by the YMCA. There are 24 spaces available for children age 3 to 5, and currently 22 children enrolled. The Wesbrook Community Centre Childcare Centre is expected to open in February 2019 with 56 spaces available for infants, toddlers and 3 to 5 year olds. In the future, the UNA will be responsible for managing more child care spaces within the neighbourhoods.

RECOMMENDATION
Availability of childcare can be used as a UNA recruitment strategy to assist in attracting and retaining employees in key positions and in reducing turnover. This is a strategy used in many organizations, including UBC.

Staff recommends that the UNA Board consider the proposed Childcare Policy (attached) that will give UNA non-resident, full-time staff an opportunity to access child care at UNA-managed childcare facilities. Eligible UNA staff would become the second priority for child care after residents with no affiliation to UBC. UNA staff that are also UNA residents would continue to be in the first priority category:

- 1st priority – UNA residents not affiliated with UBC
- 2nd priority – UNA staff
- 3rd priority – UNA residents affiliated with UBC
- 4th priority – Non-residents affiliated with UBC
- 5th priority – General public

The fees charged to UNA employees will be the same as the fees charged to the general public; no preferential fee structure is proposed.
This proposal envisions that no more than 5% of child care spaces would be available to UNA non-resident, full-time staff in any calendar year, i.e. VP 24 + WCC 56 = 80 child care spaces x 5% = max. 4 spaces available to UNA full time staff.

At the April 27, 2017 HR Standing Committee meeting, a similar proposal with a higher proportion of available spaces was presented to the HR Standing Committee. The Directors expressed concerns that UNA non-UBC-affiliated residents would be displaced if staff were given these child care opportunities. However, the Directors indicated that they would support a Board discussion if the proposal was amended to ensure that no UNA non-affiliated residents would be displaced by staff.

MOVED BY Michael Shakespeare, THAT the HR Standing Committee supports bringing a recommendation to the UNA Board of Directors to consider a policy to give UNA full-time, non-resident staff the opportunity to apply for UNA-managed child care so long as staff applications do not displace UNA non-affiliated residents as the first priority when assigning placements; the standing committee would not oppose the consideration of staff-reserved child care spots.
CARRIED UNANIMOUSLY

The HR Standing Committee has not reviewed the proposal attached.

MOTION

MOVED BY , THAT the UNA Board of Directors DOES / DOES NOT support the proposed UNA staff child care proposal that would provide no more than 5% of available UNA-managed child spaces to full-time continuing UNA staff as part of a UNA staff recruiting and retention strategy.
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: | APPROVED BY: | DATE: |
Deferred from May 2017

BACKGROUND

When UBC sub-divided its surplus lands for development, the neighbourhood roads were transferred to the Ministry of Transportation and Infrastructure (MoTI) in order to fulfil the requirement for public access.

MoTI is responsible for planning transportation networks (Highways), to provide transportation services and infrastructure, and to develop and implement transportation policies. MoTI regulations are rather restrictive when it comes to on-street parking management. MoTI does not have the authority to ticket or fine violators, and only has the authority to tow on the first offence. None of the typical municipal parking procedures and policies are part of MoTI’s regulations.

An interim parking strategy, developed in conjunction with MoTI, was first introduced in 2012 to provide management, enforcement and invigilation of on-street parking in the UNA neighbourhoods. This strategy has been in practice throughout UNA neighbourhoods since that time.

Road ownership in UNA is a work in progress – UBC and The Province

UBC Campus and Community Planning (C+CP) has been in discussion with the Province to return road jurisdiction to UBC. Discussions between UBC and the Province have been ongoing for several years. UBC C+CP recently indicated there has been significant progress that may see a resolution as early as 2018.

Therefore, the UNA parking strategic should consider the possible change in road jurisdiction as it is developed.

1. Scenario A – Road ownership stays as the status quo: roads continue to be under the jurisdiction of MoTI.
2. Scenario B – Road jurisdiction returns to UBC.
UNA On-Street Parking Management Strategy – Working Principles

The following are working principles to be used as guidelines when considering UNA on-street parking management principles. They can be updated and changed as needed. These principles outline the UNA’s commitments, provide long-term strategic direction, and serve as the guiding principles for UNA on-street parking management:

1. To promote sustainability and alternative transportation mode.
2. To provide neighbourhoods residents and their guests and visitors, an opportunity to park their vehicles in UNA neighbourhoods.
3. To achieve consistency across all neighbourhoods.
4. To ensure long-term financially sustainability.
5. To standardize parking policies and procedures.

What’s next?

Scenario A – No change in road jurisdiction – MoTI continues to have authority over the roads in the UNA

Under this scenario, UNA parking policies and regulations would continue to follow MoTI’s mandate and requirements. By September 2017, the first draft of the UNA Parking Strategy and Principles will be presented the UNA Board of Directors for review. This first draft will also outline a comprehensive communication and engagement plan with UNA residents.

The objective of this communication and engagement plan ensures that our proposed parking strategy is as inclusive and as transparent as possible to all residents. This plan recognizes the importance to meet with and listen to residents from all five UNA neighbourhoods.

Proposed Communication Plan and Timeline for the UNA Parking Strategy and Principles:

Summer 2017

- Meetings with residents and strata corporations in each neigbourhood to understand their parking needs and concerns.
- Information collected from these meetings will be incorporated into the first draft of the UNA Parking Strategy and Principles.

September 2017

- First draft of the UNA Parking Strategy and Principles will be presented to the UNA Board of Directors.
The following timeline assumes this First draft would be approved by the Board in September 2017.

October 2017

- The UNA will host a number of Public Open Houses and Information Sessions.
- The UNA will provide sufficient public consultation and online survey opportunities for those that cannot attend meetings.
- Fine tuning the UNA Parking Strategy will take into account all of the information gathered from open houses, information sessions, public consultation, and online survey results.

November – December 2017

- Presenting a revised version of the UNA Parking Strategy and UNA Parking Principles to the UNA Board of Directors.
- UNA will host an open forum in each neighbourhood, and discussions will be professionally facilitated.
- Facilitators will combine all feedback and comments into a final report and present recommendations to the Board.
- The UNA will incorporate the findings of this report when revising UNA Parking Strategy and Principles.

Scenario B – Road jurisdiction returns to UBC

Under this scenario, UBC would delegate on-street parking responsibilities to the UNA. The UNA will develop a UNA street and traffic by-law for control, management, maintenance, use, enforcement in UNA neighbourhoods. The UBC Board of Governors’ approval will be required.

Under Scenario B, the UNA could have the option to contract for services with UBC Parking Services to provide local traffic enforcement and invigilation. The UNA would also have the ability to issue tickets and install parking meters. When and if road jurisdiction returns to UBC, it would provide the much-needed flexibility and additional capacity for a more effective on-street parking management operations.

Developing and drafting of the UNA Street and Traffic By-law will follow the same principals and timelines that are outlined in Scenario A’s “Proposed Communication Plan and Timeline for the UNA Parking Strategy and Principals”, and would follow the obligations set out in the Neighbours’ Agreement in 2015.

The objective of this communication plan will be to ensure our proposed street and traffic bylaw is as inclusive and as transparent as possible to all residents.
Date: June 8, 2017

From: Jan Fialkowski, Executive Director

BACKGROUND

The UNA Board of Directors has often intentionally taken the month of August off and has not had a board meeting. This is also the practice of most municipalities in the Lower Mainland.

UNA Bylaw 6.1 states:

The Directors shall meet not less than six times per calendar year at such places as the Directors think fit for the dispatch of business, adjourn and otherwise regulate its meetings and proceedings, as the Directors see fit. The Directors shall be given reasonable notice of the date, time and location of the meetings of the Directors. The date, time and location of all Directors' meetings shall be made publicly available, and members or any other resident of a Local Area shall be entitled to attend all Directors’ meetings which are not in camera.

Since September 2016, the Directors have met in person nine times in public session.

RECOMMENDATION

In order to plan for quorum, the Directors are requested to let the Executive Director know as early as possible if they will be absent from a Board meeting.

In anticipation of summer holiday scheduling, and after discussion with the Directors at their May 23, 2017 in-camera meeting, it is recommended that the Directors do not meet in August.

MOTION

MOVED BY THAT, the UNA Board of Directors will not have a board meeting in August 2017.
BACKGROUND

Given the upcoming change in the executive administration of the UNA, the Directors discussed the postponement of the Annual General Election and the Election of Directors in 2017 at the in-camera meeting of the Board on May 23, 2017.

UNA legal counsel has indicated that

.....Section 71 of the Societies Act requires the directors of a society to call an AGM so that an AGM is held in each calendar year. The UNA bylaws require that an AGM be held at least once in every calendar year and not more than 15 months after the holding of the last preceding AGM (Bylaw 3.7).

So, as long as the UNA’s AGM is held both within the calendar year and within the 15-month requirement, the UNA’s AGM may be held later in the year than the usual timing. Per section 71 of the Act and UNA Bylaw 3.1, the Board of Directors are required to pass a resolution to determine the time and place of the AGM.

With respect to the two directors whose terms come up this year, section 48(2) of the Societies Act states that "[a] director of a society ceases to hold office when ... the director ceases, in accordance with the bylaws, to hold office. UNA Bylaw 5.7 states: "Subject to By-law 5.19 the elected directors shall be elected for a term of two years for overlapping terms in such manner that each year the terms of office of one-half (1/2) of the elected Directors shall expire or if the Board consists of an uneven number of elected Directors, such numbers as the Directors decide. Each two-year term shall expire at the annual general meeting held in the second year after the year in which the Director was elected." Thus, the terms of the two directions whose terms expire this year, would expire at the time of the AGM. In conclusion, there is no need for the Board to do anything with respect to the election terms.

RECOMMENDATION

Given confirmation by UNA legal counsel that postponing the AGM and Elections would not violate either the Societies Act, nor the UNA By-laws, it would be my recommendation to postpone the 2017 AGM and Elections until November 29, 2017 in order to accommodate the arrival of the new Executive Director whose responsibility it is to coordinate both.

MOTION

MOVED BY , THAT the UNA Board of Directors supports the postponement of the 2017 AGM and Elections from the end of September 2017 to November 29, 2017.
### Monthly Financial Statement

**June 2017 UNA Board of Directors Meeting Package**

#### REVENUE

<table>
<thead>
<tr>
<th>NEIGHBOURS LEVY &amp; RESERVES (ADMINISTERED BY UBC)</th>
<th>BUDGET</th>
<th>Actual</th>
<th>YTD</th>
<th>Projected</th>
<th>YTD % Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbours Levy</td>
<td>$2,932,190</td>
<td>$2,732,300</td>
<td>$2,755,200</td>
<td>$2,901,180</td>
<td>8%</td>
</tr>
<tr>
<td>Transfers from Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Replacement Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Replacement Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Race Stabilization Reserve</td>
<td>$30,124</td>
<td>$57,344</td>
<td>$57,344</td>
<td>$50,812</td>
<td>8%</td>
</tr>
<tr>
<td>Contingency Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>UBC/VSD Playing Field Replacement Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Community Access Replacement Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Transfers from Reserves</td>
<td>$30,124</td>
<td>$57,344</td>
<td>$57,344</td>
<td>$50,812</td>
<td>8%</td>
</tr>
<tr>
<td>TOTAL NEIGHBOURS LEVY &amp; RESERVES</td>
<td>$2,962,314</td>
<td>$2,790,144</td>
<td>$2,812,544</td>
<td>$2,951,992</td>
<td>8%</td>
</tr>
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</table>

#### EXPENDITURE

<table>
<thead>
<tr>
<th>RESERVE CONTRIBUTIONS AND UBC COSTS</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions to Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Replacement Fund MAX $10M (2016 = $4.3M)</td>
<td>$70,277</td>
<td>$6,606</td>
<td>$6,606</td>
<td>$70,277</td>
<td>8%</td>
</tr>
<tr>
<td>Capital Replacement Fund MAX $8M (2016 = $1.7M)</td>
<td>$20,000</td>
<td>$3,303</td>
<td>$3,303</td>
<td>$20,000</td>
<td>8%</td>
</tr>
<tr>
<td>Race Stabilization Fund MAX $2M (2016 = $2.55M)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contingency Reserve Fund MAX $2M (2016 = $2.07M)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>UBC/VSD Playing Field Replacement Reserve MAX $650K (2016 = $200K)</td>
<td>$60,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$60,000</td>
<td>8%</td>
</tr>
<tr>
<td>Total Contributions to Reserves</td>
<td>$170,277</td>
<td>$14,606</td>
<td>$14,606</td>
<td>$170,277</td>
<td>8%</td>
</tr>
<tr>
<td>UBC Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration Fee</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional, Communication &amp; Collection Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Campus Activities Access Fee (Includes Okanagan Centre) (2016 = $744,048)</td>
<td>$247,740</td>
<td>$20,045</td>
<td>$20,045</td>
<td>$247,740</td>
<td>8%</td>
</tr>
<tr>
<td>Utility Fee</td>
<td>$376,000</td>
<td>$31,333</td>
<td>$31,333</td>
<td>$376,000</td>
<td>8%</td>
</tr>
<tr>
<td>Neighbourhood Fire Services</td>
<td>$1,000,000</td>
<td>$33,333</td>
<td>$33,333</td>
<td>$1,000,000</td>
<td>8%</td>
</tr>
<tr>
<td>Total UBC Costs</td>
<td>$1,293,740</td>
<td>$153,313</td>
<td>$153,313</td>
<td>$1,293,740</td>
<td>8%</td>
</tr>
<tr>
<td>GST (unrecoverable on Neighbours Levy less UBC costs)</td>
<td>$37,103</td>
<td>$3,092</td>
<td>$3,092</td>
<td>$37,103</td>
<td>8%</td>
</tr>
<tr>
<td>TOTAL RESERVE CONTRIBUTIONS AND UBC COSTS</td>
<td>$1,330,843</td>
<td>$156,405</td>
<td>$156,405</td>
<td>$1,330,843</td>
<td>8%</td>
</tr>
</tbody>
</table>

#### UBC OPERATING COSTS

| Community Access | $118,700 | $400 | $400 | $119,100 | 0% |
| Community Support | $27,900 | $83 | $83 | $27,900 | 0% |
| Culture, Recreation and Leisure | $1,152,511 | $97,977 | $97,977 | $1,153,271 | 0% |
| Communications | $110,000 | $8,920 | $8,920 | $108,000 | 0% |
| General Meeting and Board | $50,000 | $771 | $771 | $50,000 | 0% |
| General Administration | $247,900 | $23,911 | $23,911 | $272,000 | 0% |
| Administration Salaries and Benefits | $631,552 | $53,429 | $53,429 | $631,552 | 0% |
| Social Services | - | - | - | - | - |
| Sustainability | $30,000 | $228 | $228 | $30,000 | 0% |
| TOTAL UBC OPERATING COSTS | $2,723,743 | $185,223 | $185,223 | $2,808,963 | 7% |

#### MUNICIPAL SERVICES COSTS

| Parking & Emergency Management (UNA) | $100,000 | $4,584 | $4,584 | $122,500 | 5% |
| UBC Properties Trust Costs | | | | | |
| Landscaping | $280,000 | $25,548 | $25,548 | $292,048 | 8% |
| Road, gutter and sidewalks maintenance | $48,000 | $5,380 | $5,380 | $48,000 | 8% |
| Interior | $1,550,000 | $12,737 | $12,737 | $1,550,000 | 8% |
| UBC Property Management Fees | $10,000 | - | - | $10,000 | 0% |
| OTHER UBC Costs | $17,050 | $1,401 | $1,401 | $17,050 | 0% |
| TOTAL MUNICIPAL SERVICES COSTS | $892,193 | $48,958 | $48,958 | $941,143 | 7% |
| Contingency (2% on UBC Operating & Municipal Services) | $16,000 | $4,486 | $4,486 | $16,000 | 7% |
| TOTAL EXPENDITURE | $2,815,936 | $194,207 | $194,207 | $3,009,143 | 7% |

#### BALANCE SURPLUS (E1.2)

| | (E1) | (E2) | (E1) - (E2) | (E1)-(E2) |
| | $75,577 | - | $75,577 | - |

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**June 13, 2017 5:00 pm – 7:00 pm at Wesbrook Community Centre**
Date: June 6, 2017
From: Wegland Sit, Sustainability Manager

FOR INFORMATION

BACKGROUND

The UNA offers Hawthorn and Wesbrook neighbourhood Parking Day Passes to allow residents who require additional parking for their visitors for an occasional function.

The UNA Parking Day Pass is free of charge.

The City of Vancouver Comparison

The City of Vancouver (COV) offers visitor residential parking permits for visitors that need street parking near their home.

<table>
<thead>
<tr>
<th>Type of temporary permit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtesy vehicle</td>
<td>No charge</td>
</tr>
<tr>
<td>Homecare</td>
<td>Same as regular residential parking permit fee</td>
</tr>
<tr>
<td>All other</td>
<td>$10.50 per week</td>
</tr>
</tbody>
</table>

COV residents must pay $10.50 at the minimum for any visitor parking permit. There is no free day pass available from the COV.

Update

The UNA will introduce a new annual limit on the UNA Parking Day Pass in order to limit potential misuse.

Each legal UNA suite will be entitled to 15 days of Parking Day Passes, between April 01 to March 31, 2018.

Parking Day Pass annual limits will be effective immediately. Approval will be required for any request above the 15 days of Parking Day Passes annual limit.

Residents who need additional day passes above the annual limit will need to submit an application to parking@myuna.ca. Applications will be reviewed and requests will be approved on an exception basis.