



Board of Governors
Governance Committee
AGENDA

Wednesday, January 31, 2018
 11:00 a.m. to 12:00 p.m.

UBC Robson Square
 800 Robson Street
 Telus Boardroom

REMARKS	
1. Committee Terms of Reference Review	DECISION REQUESTED IT IS HEREBY REQUESTED that <i>the Governance Committee direct the Committees of the Board of Governors to review and revise as appropriate Terms of Reference of the following:</i> <ul style="list-style-type: none"> • Audit Committee • Employee Relations Committee • Executive Committee • Finance Committee • Governance Committee • Learning & Research Committee • People, Community & International Committee • Property Committee
2. Policy Priorities	<p>With a \$2.5 billion annual operating budget, over 15,000 faculty and staff and over 62,000 students, UBC is a complex organization with a myriad of diverse operational requirements. A cornerstone to its efficient operations is a robust set of Board policies to regulate the conduct of its faculty, staff and students. This report is an update on the current state of Board policies and provides a prioritized list of upcoming policies for review and development.</p> <p>Index of all Policies https://universitycounsel.ubc.ca/policies/index/</p>
3. Policy 93 (Open and Closed Meetings of the Board of Governors)	Verbal Update

Information Agenda
<p>7. Policy #82 (Relocation of Faculty Members and Senior Management Staff) Policy #82 and related procedures establish eligibility and extent of travel and relocation assistance from central funding for the hiring or internal transfer of faculty members and senior management staff as defined in the Policy.</p> <p>On December 5, 2017 the Vice-President Human Resources approved amendments to the Central Fund Contribution Table of section 8.1 of the Procedures, with an effective date of December 21, 2017.</p> <p>Pursuant to Policy #1 (Administration of Policies), procedures may be amended by the President provided the new procedures conform to the approved policy.</p>
<p>8. Conflict of Interest Advisor Annual Report Before January 31 in each year, the Conflict of Interest Advisor is responsible to make a written report to the Governance Committee with an overview of the Advisor’s activities, specific cases and systemic issues during the immediately preceding calendar year.</p>

SUBJECT	COMMITTEE TERMS OF REFERENCE REVIEW
MEETING DATE	FEBRUARY 15, 2018

APPROVED FOR
SUBMISSION



Reny Kahlon, Secretary to the Board

DECISION REQUESTED	<p>IT IS HEREBY REQUESTED that <i>the Governance Committee direct the Committees of the Board of Governors to review and revise as appropriate Terms of Reference of the following:</i></p> <ul style="list-style-type: none"> • <i>Audit Committee</i> • <i>Employee Relations Committee</i> • <i>Executive Committee</i> • <i>Finance Committee</i> • <i>Governance Committee</i> • <i>Learning & Research Committee</i> • <i>People, Community & International Committee</i> • <i>Property Committee</i>
Report Date	January 17, 2018

EXECUTIVE SUMMARY

Committees of the Board of Governors are asked to review and revise as appropriate their Terms of Reference, and to present amended Terms of Reference for the approval of the Board of Governors.

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

Learning
 Research
 Innovation
 Engagement
 International

(Internal / External)

or Operational

SUBJECT	POLICY PRIORITIES
MEETING DATE	FEBRUARY 15, 2018

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

FOR INFORMATION

Report Date	January 10, 2018
Presented By	Hubert Lai, Q.C., University Counsel

EXECUTIVE SUMMARY

With a \$2.5 billion annual operating budget, over 15,000 faculty and staff and over 62,000 students, UBC is a complex organization with a myriad of diverse operational requirements. A cornerstone to its efficient operations is a robust set of Board policies to regulate the conduct of its faculty, staff and students. This report is an update on the current state of Board policies and provides a prioritized list of upcoming policies for review and development.

Attachments:

1. Policy Development Procedure Flowchart
2. Policy Priorities List

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

- Learning
 Research
 Innovation
 Engagement
 International
 (Internal / External)

or Operational

DESCRIPTION & RATIONALE Board policies are regulatory instruments that direct the plans, decisions and actions of UBC faculty, staff and students. Accordingly, maintaining relevant and up-to-date Board policies is essential.

Given the time and resources necessary to conduct a thorough policy review, including environmental surveys, drafting, committee work, community consultation, and Board approval, a typical policy review takes at least 6 months to complete. See Attachment 1 for a flowchart of the policy development/review procedure.

As the Board of Governors has only five regular meetings per year, and the practice for most policies is to undertake community consultation, UBC completes an average of eight full policy reviews per year. Accordingly, appropriate prioritization of policy reviews is critical.

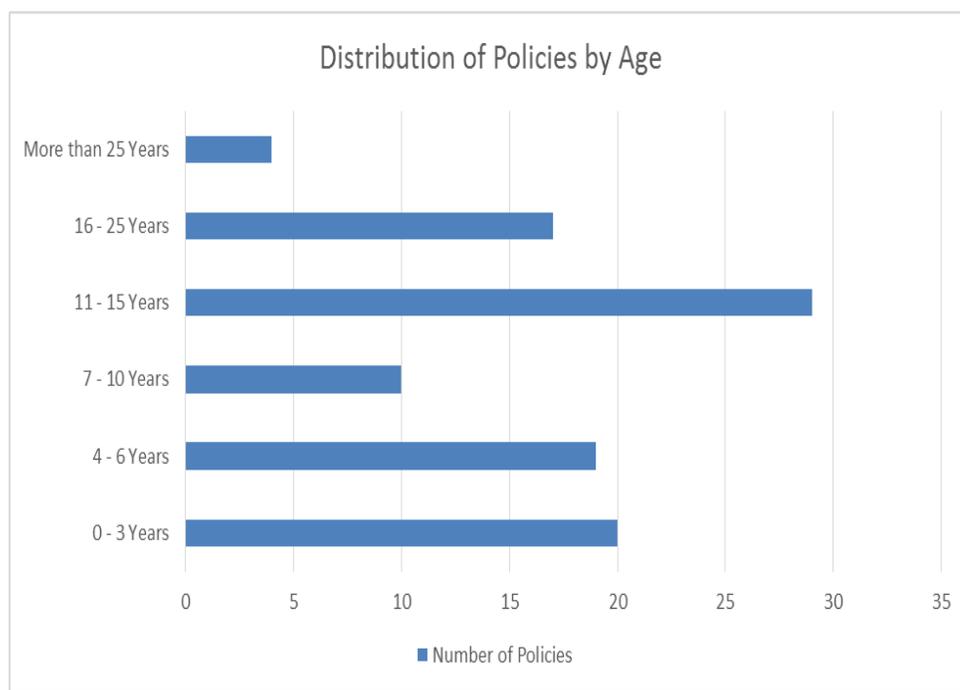
This docket provides an overview of the current status of the Board's policies, explains the methodology used to prioritize these policies for review, and sets out the most current priority list for the information of the Board.

Current Status

UBC has a total of 99 Board policies which govern the operations and management of the University. This is a significant reduction in the volume of Board policies, which numbered 125 a few years ago.

By keeping the scope of the policies focused and keeping the drafting as concise as possible, the policies themselves have also been considerably reduced in overall length.

Currently, the average age of all policies is just over 11 years. The distribution of policies (by age) is as follows:



Policy Priorities

As the Board of Governors has only five regular meetings per year, and the practice for most policies is to undertake community consultation, UBC completes an average of eight full policy reviews per year. Accordingly, appropriate prioritization of policy reviews is critical.

The Office of the University Counsel maintains a list of all Board policies, which sets out the current age of each policy, a priority rating that reflects the urgency of undertaking a review, and target dates for bringing it to the Board of Governors. This list is updated on an ongoing basis to reflect changing needs, priorities, and input from the UBC community. In addition, every two years, a comprehensive prioritization review is undertaken with all members of the UBC Executive Team and their portfolios.

The last comprehensive review with the Executive Team was undertaken in May 2016 and the next review will take place in May 2018.

The spreadsheet in Attachment 2 shows the current priority and review status of all of the Board policies.

The policies have been ranked based on the following prioritization scheme:

- Priority A: Urgent. Pressing issues require immediate attention.
- Priority B: High priority but not urgent. The policy is out of date and requires review but no urgent problems have been identified.
- Priority C: No concern. Satisfactory to review the policy in order of age once all A and B priority policies have been reviewed.
- Priority H: Policy review should be put on hold pending further direction from the Responsible Executive(s).

Within the Priority A grouping, the policies that are currently under review are listed first, and identified as having the status “IP” for “in progress”. The other Priority A policies have been ranked based on the strength of the rationale provided by the Responsible Executive and in response to subsequent issues or community input, and then based on age from oldest to the most recently updated. The policies in the other priority groups are sorted from the oldest to the most recently updated. For ease of reference, the following colour coding has been applied:

- **BLUE**: These are Priority A Policies already under active review/development. Currently, there are 11 policies in this group.
- **RED**: These policies have been identified as Priority A and not yet under active review/development. Currently, there are 10 policies in this group.
- **ORANGE**: These policies have been identified as Priority B. Currently, there are 20 policies identified as Priority B and 4 policies identified as Priority B/C.
- **YELLOW**: These policies have been identified as Priority C and were last updated prior to January 2010. Currently, there are 17 policies identified in this grouping.
- **GREEN**: These policies have been updated since January of 2010 and are therefore considered to be reasonably current. There are 37 policies in this group.
- **NO COLOUR**: These policies have been identified as Priority H. There are currently 4 policies on hold, of which 3 have not been updated in more than 10 years and the remaining one is a potential new policy.

With the current numbers, it will take two and a half to three years to review all of the Priority A policies.

The policy priorities list is a working document and is subject to change on an ongoing basis. All target dates are simply estimates and are subject to many factors, including the ability of the policy review committee to achieve consensus, the volume and nature of feedback received from the public consultation process, the Board meeting schedule, and external factors such as collective bargaining or student politics.

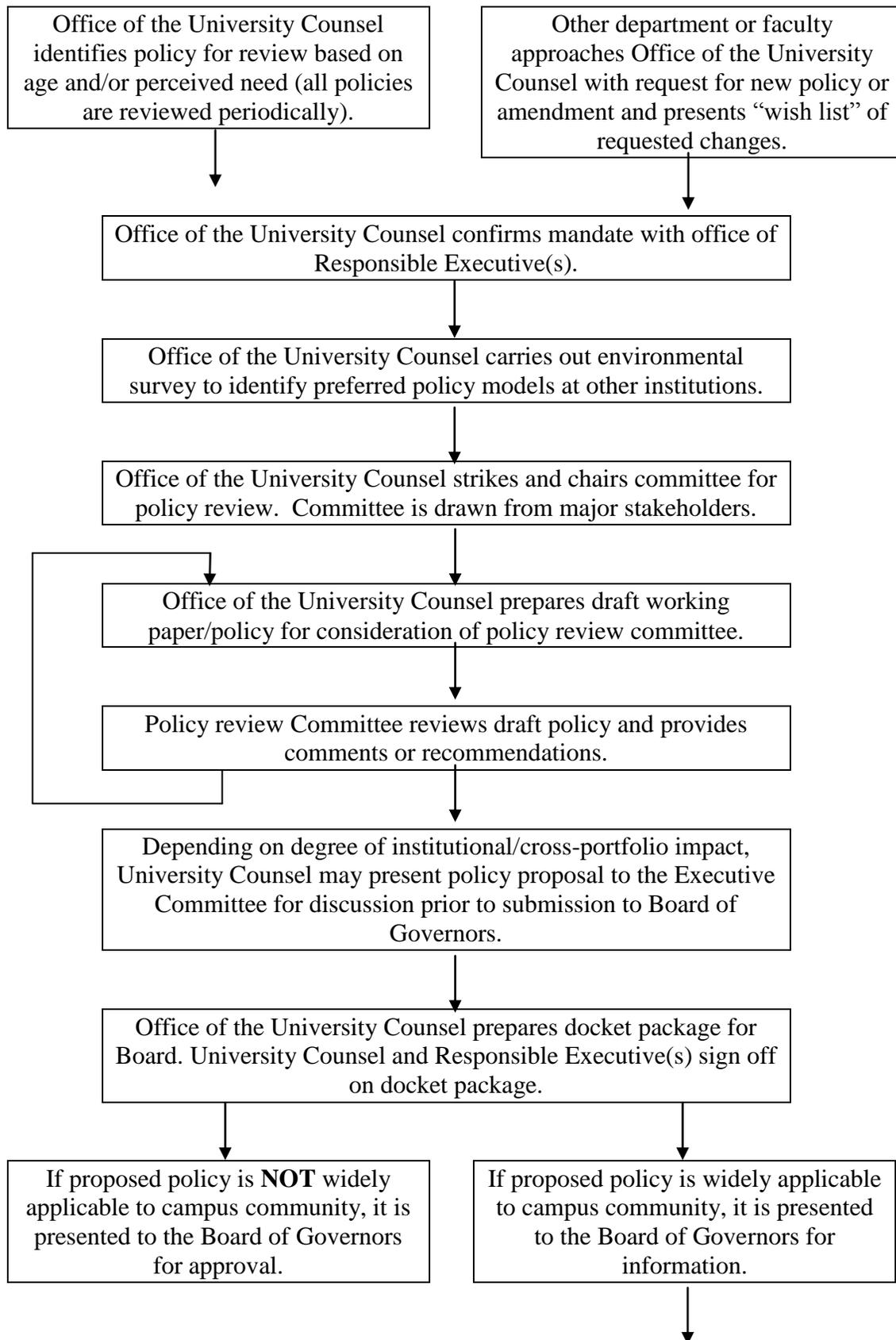
BENEFITS Learning, Research, Financial	Establishing clear policy priorities will focus policy development and review on those most urgently requiring attention and efficient allocation of resources.
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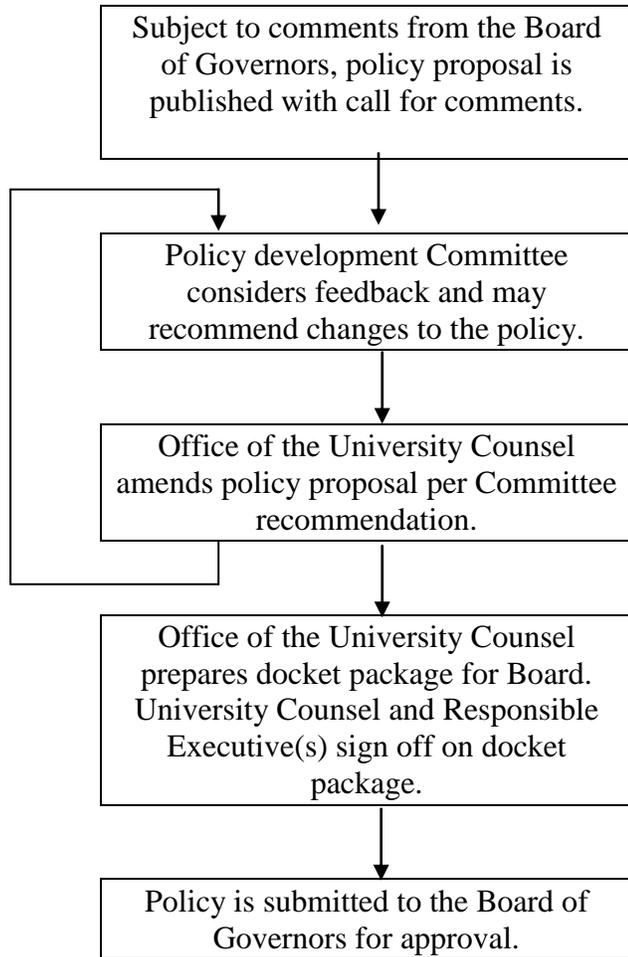
SCHEDULE The policies identified by blue highlight in the policy priorities list (Attachment 2) have estimated timelines for submission to the Board for information and approval.

Implementation
Timeline

CONSULTATION In 2016, each member of the Executive Team was provided with a targeted list of policies that included only those policies for which that Executive member is listed as being a “Responsible Executive”. Executive members were asked to consult within their portfolios as appropriate and provide their input for the purpose of policy prioritization. In addition, the Office of the University Counsel maintains a file of input received from the community and other sources about each policy, and uses this information to help prioritize policy development/review activity. All of the input received was considered and a consolidated policy priorities list was prepared.

Policy Development Procedure





Policy Priorities - Attachment 2

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Open and Closed Meetings of the Board of Governors and Standing Committees	93	Nov-08	9.19	IP	Feb-18	Jun-18
Vacations — Non-Union, Management and Professional Staff	56	Jun-05	12.61	IP	Apr-18	Jun-18
University Safety	7	Mar-94	23.86	IP	Apr-18	Dec-18
Procedures for Working with Biohazardous Materials	10	Jun-05	12.61	IP	Apr-18	Dec-18
Radiation Safety	11	Jun-05	12.61	IP	Apr-18	Dec-18
Hazardous Materials Management	9	Jun-05	12.61	IP	Apr-18	Dec-18
Disaster Management	8	Jun-05	12.61	IP	Apr-18	Dec-18
Academic Accommodation for Students with Disabilities	73	May-99	18.69	IP	Apr-18	Sep-18
Scholarly Integrity	85	Apr-13	4.77	IP	Jun-18	Sep-18
Smoking and Smoking Product Promotion on Campus	15	Nov-07	10.19	IP	Feb-18	Jun-18
Serving and Consumption of Alcohol at University Events or on University Premises	13	Jun-14	3.61	IP	Feb-18	Jun-18
Visual Identity Guidelines (updated 2009)	94	May-03	14.69	A01		
Discrimination and Harassment	3	Sep-11	6.36	A02		
Entertainment	84	Jul-93	24.52	A03		
Travel and Related Expenses Directive (issued Apr 1, 2013)	83	Jun-05	12.61	A04		
Travel Expenses — Recipients of Honorary Degrees	80	Jun-05	12.61	A05		
Internal Audit, Investigations, and Financial Whistleblower	111	Apr-14	3.74	A06		
Administration of Policies	1	Mar-95	22.86	A07		
Management of the Wireless Network	130	Jan-06	12.02	A08		
Casual Instruction Without Board Appointment	28	Jul-77	40.52	A09		
Leave Requests in a Tenure Decision	36	Jul-77	40.52	A10		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Disposal of Surplus Equipment and Materials	108	Jan-93	25.02	B		
Ownership	109	Jan-93	25.02	B		
Vending Machines on Campus	101	Sep-93	24.36	B		
Employment Equity	2	Nov-95	22.19	B		
Advertising	112	Dec-97	20.11	B		
Late Payment of Fees and Accounts	67	Jul-02	15.52	B		
Purchasing	122	May-03	14.69	B		
Leave Due to Illness of Members of Faculty	62	Jun-05	12.61	B		
Cash Handling	119	Jun-05	12.61	B		
Campus Mailing Services	121	Jun-05	12.61	B		
Over-Expenditure on Research and Specific Purpose Trust Project/Grants	90	Jun-05	12.61	B		
Sustainable Development	5	Jun-05	12.61	B		
Curriculum Vitae and Publications Record	51	Jun-05	12.61	B		
Records Management	117	Feb-08	9.94	B		
Student Safety Abroad	69	Feb-10	7.94	B		
Faculty Term Appointments Without Review	42	Sep-10	7.36	B		
Response to At-Risk Behaviour	14	Jun-11	6.61	B		
NEW Related Organizations		*NEW*		B		
NEW Digital Signage and On-Campus Advertising		*NEW*		B		
NEW Academic Non-Research Contracts		*NEW*		B		
Non-University Use of University Services and Facilities	16	Feb-81	36.94	B/C		
Acceptance, Management and Sale of Technology Licensing Equity	105	Nov-00	17.19	B/C		
Environmental Protection Compliance	6	Jun-05	12.61	B/C		
Communications	96	Jun-05	12.61	B/C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Travel Assistance for Graduate Students	79	Jun-78	39.61	C		
Research Grants as Part Payment During Study Leave	37	Jan-94	24.02	C		
Death Notices	39	Mar-95	22.86	C		
Research Grants During Periods Other Than Study Leave	35	Jul-95	22.52	C		
Charitable Appeals on Campus Directive (issued Sep 23, 2010)	100	Jan-96	22.02	C		
Third-Party Use of University Trade-Marks	110	May-03	14.69	C		
Deaccession of Works of Art and/or Cultural Materials for the Morris and Helen Belkin Art Gallery, the University Library, and the Museum of Anthropology	128	May-04	13.69	C		
Pest Control	12	Jun-05	12.61	C		
Study Leave (other than Faculty)	54	Jun-05	12.61	C		
Disruption of Classes/Services by Snow	68	Jun-05	12.61	C		
Gifts	115	Jun-05	12.61	C		
Posting of Notices, Posters and Signs	120	Jun-05	12.61	C		
University Archives at UBC Vancouver	127	Jun-05	12.61	C		
Provision of Communication Services	99	Sep-05	12.36	C		
Relocation of Faculty Members and Senior Management Staff	82	Mar-07	10.86	C	Sep-16	Sep-16
Naming	124	Sep-09	8.36	C		
Land Use and Permitting Land Use Rules (updated 2009)	92	Oct-09	8.27	C		
Term Invested Fund Management	123	Apr-10	7.77	C		
Board of Governors Appointments	25	Sep-10	7.36	C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Appointment of Registrar and Librarians (Joint Senate and Board Policy)	17	Feb-12	5.94	C		
Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)	18	Feb-12	5.94	C		
Appointment of Graduate Students to Teach a Course Requiring a Board of Governors Appointment	75	Feb-12	5.94	C		
Conflict of Interest and Conflict of Commitment	97	Feb-12	5.94	C		
Postdoctoral Fellows	61	Apr-12	5.77	C		
Research Involving Human Participants	89	Jun-12	5.61	C		
University Killam Professors	57	Dec-12	5.11	C		
Leave to Take Political Office	50	Apr-13	4.77	C		
Inventions and Discoveries	88	Jun-13	4.61	C		
Acceptable Use and Security of UBC Electronic Information and Systems Information Security Standards	104	Jun-13	4.61	C		
Appointment of Retired Faculty Members	27	Jun-13	4.61	C		
Acting President	19	Sep-13	4.36	C		
Appointment of Deans and Principals (Joint Board and Senate Policy)	21	Sep-13	4.36	C		
Chairs and Professorships Funded by External Funds	47	Apr-14	3.74	C		
Total Compensation for Executive Officers, Management Officers, Service Unit Directors Excluded from AAPS, and Staff Members who are Excluded from or not Represented by a Union or Association	31	Apr-14	3.74	C		
Booking and Rental of UBC Space	107	Feb-15	2.94	C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Use of Teaching Materials in UBC Credit Courses	81	Apr-15	2.77	C		
Fundraising and Acceptance of Donations	114	Jun-15	2.61	C		
Consultation with Students about Tuition and Mandatory Fees	71	Dec-15	2.11	C		
Safety and Security Cameras	118	Feb-16	1.94	C		
Research	87	Apr-16	1.74	C		
Appointments and Extension of Appointments for Heads of Academic Units	22	Dec-16	1.11	C		
Extension of Appointments for Deans and Principals	23	Dec-16	1.11	C		
Extension of Appointments for Registrar and Librarians	43	Dec-16	1.11	C		
Appointment and Extension of Appointment of Administrative Vice-Presidents	34	Dec-16	1.11	C		
Acting Administrators in Cases of Absence	26	Dec-16	1.11	C		
Reduced Workload/Responsibility Appointment — Non-Academic Staff	49	Dec-16	1.11	C		
Crossing of Picket Lines	64	Feb-17	0.94	C		
Retained Risk Fund for Major Capital Projects	125	Feb-17	0.94	C		
Sexual Assault and Other Sexual Misconduct	131	Apr-17	0.77	C		
Endowment Management	113	Apr-17	0.77	C		
Extension of Appointments for Designated Senior Academic Administrators	24	Jun-17	0.61	C		
Capital Projects, Capital Purchases & Internal Loans	126	Jun-17	0.61	C		
Advertising of Position Vacancies	20	Jun-17	0.61	C		
Formal Investigations Guidelines	95	Jun-17	0.61	C		

Policy Title	Policy #	Policy Last Revised	Policy Age (Years)	Priority	Target BoG Info Month	Target BoG Approval Month
Religious Holidays	65	May-94	23.69	H		
Extraordinary Expenses — Grant and Contract-Funded Employees	86	Dec-94	23.11	H		
Access to the University of British Columbia	72	Jun-05	12.61	H		
NEW Pets and Animals	66	*NEW*		H		
Average Age of All Policies (Years)	11.20					
Total Number of Policies on Books	88					
Total New Policies Proposed	4					
Total	92					
Number of IP Policies	11					
Number of Priority A Policies	10					
Number of Priority B Policies	24					
Number of Priority C Policies	54					
Number of Priority H Policies	4					
Total	103					
Number of Policies 0-3 Years Old	20					
Number of Policies 4-6 Years Old	19					
Number of Policies 7-10 Years Old	10					
Number of Policies 11-15 Years Old	29					
Number of Policies 16-25 Years Old	17					
Number of Policies 25+ Years Old	4					
Total	99					

Colour Coding	Blue	Policy Development/Review in Progress				
	Red	Priority A Policy Review Pending				
	Orange	Priority B Policy Review Pending				
	Yellow	Priority C Last Updated Prior to January 2010				
	Green	Priority C Policy Updated Since January 2010				
	None	Priority H, TBD, or Consolidated/Repealed				
The Policies listed below have been repealed or consolidated into other Policies since January 1, 2010 and are no longer on UBC's books.						
Commercial Enterprises on Campus	98	Feb-97	20.94	GONE		Feb-15
Whistleblowers	118	Jun-08	9.61	GONE		Mar-14
Compensation for Management Officers	32	Jun-05	12.61	GONE		Mar-14
Management Compensation — Service Unit Directors Excluded from AAPS	33	Jun-05	12.61	GONE		Mar-14
Non-Union Staff Salaries	63	Nov-08	9.19	GONE		Mar-14
Extra Work — Management and Professional Staff	40	Jan-96	22.02	GONE		Mar-14
Department Responsibility to Maintain Staff Attendance Records	55	Jun-05	12.61	GONE		Mar-14
Purchase of Animals for Research and Teaching	91	Feb-84	33.94	GONE		Apr-16
<i>The list is a working document only and is subject to change on an ongoing basis. All target dates are simply estimates and are subject to many factors beyond the control of the Office of the University Counsel, including the ability of the policy review committee to achieve consensus, the volume and nature of feedback received from the public consultation process, the Board's schedule, and external factors such as collective bargaining or student politics.</i>						

SUBJECT	POLICY #82 (RELOCATION OF FACULTY MEMBERS AND SENIOR MANAGEMENT STAFF)
MEETING DATE	FEBRUARY 15, 2018

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

FOR INFORMATION

Report Date	January 16, 2018
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Presented By Linda McKnight, Interim Vice-President Human Resources

EXECUTIVE SUMMARY

Pursuant to Policy #82, the President has delegated to the Vice-President Human Resources the authority to amend certain provisions of Policy #82’s Authorized Procedures (the “Procedures”), and specifically the Central Fund Contribution Table, which lists relocation reimbursement amounts.

Policy #82 and related procedures establish eligibility and extent of travel and relocation assistance from central funding for the hiring or internal transfer of faculty members and senior management staff as defined in the Policy.

On December 5, 2017 Lisa Castle, Vice-President Human Resources, approved amendments to the Central Fund Contribution Table of section 8.1 of the Procedures, with an effective date of December 21, 2017.

Pursuant to Policy #1 (Administration of Policies), procedures may be amended by the President provided the new procedures conform to the approved policy and they are reported at the next meeting of the Board of Governors. This report is being provided to the Board of Governors in compliance with Policy #1.

<p><i>If this item was previously presented to the Board, please provide a brief description of any major changes since that time.</i></p>	<p>Policy #82 was approved in 1980 and last amended in 2016. The 2016 amendments to Policy #82 resulted in a delegation of certain Procedures, and specifically the Central Fund Contribution Table of section 8.1, to the Vice-President Human Resources. Additionally, the relocation allowance amounts in the Central Fund Contribution Table were modestly increased.</p>
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INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

- Learning
 Research
 Innovation
 Engagement
 International

(Internal / External)

or Operational

DESCRIPTION & RATIONALE

Policy #82 establishes a flexible relocation plan providing a range of allowable expenses within expenditure ceilings. The Procedures set out the maximum amount available for reimbursement from the central fund for a particular relocation. Faculties or departments may agree to cover the remaining cost of relocation above what is reimbursed from the central fund, but not all faculties or departments are in a position to do so.

Amendments to the Central Fund Contribution Table of section 8.1 of the Procedures reflect a regular process of reviewing the relocation allowance compared to the actual cost of relocation, and in comparison to other major universities. The aim of these amendments is to remain competitive, close the gap between the cost of relocation and the allowance, and to balance this with the University's financial means.

Prior to this amendment, the cost of relocations was on average 20% above the relocation allowance, with a larger gap for single moves from outside of Canada, the average cost of which are 50% higher. UBC's reimbursement of relocation expenses continues to be lower than that of comparator universities, including the University of Victoria and Simon Fraser University.

The change to the Procedures increases the maximum amount that will be reimbursed from a central fund to certain relocating faculty and senior staff members as defined in the Policy. The specific amendments to Central Fund Contribution Table of section 8.1 of the Procedures are summarized as follows:

- \$1,000 increase for moves within Canada;
- \$2,000 increase for moves outside Canada for Designated Professional or Designated Professional accompanied by Dependent(s); and
- \$1,000 increase for moves outside Canada for Designated Professional plus Spouse or Designated Professional plus Spouse accompanied by Dependent(s).

Pursuant to Policy #82, the President has delegated to the Vice-President Human Resources the authority to amend certain provisions of Policy #82's Authorized Procedures (the "Procedures"), and specifically the Central Fund Contribution Table, which lists relocation reimbursement amounts.

On December 5, 2017 Lisa Castle, Vice-President Human Resources, approved amendments to the Central Fund Contribution Table of section 8.1 of the Procedures as outlined above, with an effective date of December 21, 2017. These amendments are now being reported to the Board of Governors in accordance with Policy #1.

BENEFITS The amendments to the Procedures to Policy #82 will provide greater financial support to relocating faculty members and senior staff, and bring UBC into better alignment with the reimbursement policies of comparator universities.

Learning, Research,
Financial,
Sustainability &
Reputational

CONSULTATION These Procedure amendments are in response to ongoing requests from relocating faculty members, as well as their faculties. Strong and consistent feedback on this issue has been obtained through regular surveys of faculty members who have relocated to UBC under this Policy. The consistent response has been that the maximum amount allowable for reimbursement from the central fund is insufficient to cover the actual costs of relocation. Additionally, administrators from hiring faculties have requested an increase to be more competitive in attracting new faculty.

Relevant Units,
Internal & External
Constituencies

Additional Materials

A blackline comparing the amended Procedures (approved December 21, 2017) to the previous Procedures is attached. A copy of the current policy is available at: <https://universitycounsel.ubc.ca/files/2017/12/policy82.pdf>

	Policy No.: 82	<p style="text-align: center;">Authorized Procedures</p>	Procedure Version No.: 2 (since adoption of last policy version)	Procedure History: 1) March 2007 – BOG Approved Procedures with Policy 2) December 21, 2017 – Responsible Executive Amended Authorized Procedures Next Review: Annually
Title: <p style="text-align: center;">Relocation of Faculty Members and Senior Management Staff</p>				
Related Procedures, Materials, And Notes Pursuant to Policy #1 – Administration of Policies, “Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors.” Note: the most recent procedures may be reviewed at http://universitycounsel.ubc.ca/policies/index/ . Pursuant to Policy 82 the President may delegate certain power to amend schedules.				
End of Cover page / Cover Notes				

PROCEDURES

1. **Definitions and Interpretation Rules:** An attached schedule establishes the definitions of terms used in these Procedures and any unique rules of interpretation that apply.
2. **Flexible Relocation Plan – Flexible Expenditures Range within Cost Limits**
 - 2.1. **Flexible with Cap:** UBC will pay relocation expenses from the range of expenses set out in the following section (“Flexible Relocation Plan – Coverage Range”) up to any limits specified in the Policy or Procedures applying to:
 - a) any category of expenses; and
 - b) a cumulative maximum for all relocation expenses (which includes relocation travel and related expenses).
 - 2.2. **Exceeding the Cap:** Relocation expenditures otherwise consistent with the *Flexible Relocation Plan* but in excess of the individual or cumulative total for

the plan must be authorized in advance by the administrative unit. These excess expenditures are administrative unit expenses and not centrally funded.

2.3. Piecemeal Moves: Piecemeal moves are not desirable due to increased complications and cost. The cost of piecemeal moves of a category of effects may not exceed the expense that would otherwise apply to a single consolidated move.

3. Flexible Relocation Plan – Coverage Range: The range of expenses covered under the *Flexible Relocation Plan* for any *Designated Professional* is described below in this section:

3.1. Election of Pre-Move Travel or Post-Move Temporary Lodging: UBC will pay expenses for either (but not both) of the following (if expended consistent with Policy #83 *Travel and Related Expenses*):

3.1.1. House hunting expenses consisting of the following for up to 2 people for up to a total of 7 days:

- a) Return *Travel Allowance*;
- b) Lodging;
- c) *Meal Allowances*; and
- d) *Dependant Care Allowance*.

3.1.2. Post-move temporary lodging expenses consisting of the following for the *Designated Professional*, *Spouse*, and *Dependant(s)* for up to a total of 14 days:

- a) Lodging;
- b) *Meal Allowances*; and
- c) *Dependant Care Allowance*.

3.2. Relocation Travel: UBC will pay expenses for travel from old to new residence (if expended consistent with Policy #83 *Travel and Related Expenses*) as follows:

- a) One-way *Travel Allowance* to the relocation destination; and
- b) *Meal Allowances* and lodging en route

3.3. Moving Goods: UBC will pay expenses for *Allowed Moving Expenses* up to the maximum applicable amount specified in the *Rates Table* for:

- a) *Household and Personal Effects* moved from an old to new residence; and
- b) *Tools of the Trade* moved to a new UBC workplace if approved by the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*.

3.4. Automobile Transport: One personal passenger automobile may be shipped or driven as part of a move under the Policy. *UBC* will pay up to the amounts permitted by the *Rates Table*.

3.5. Customs and Immigration: *UBC* will pay customs and immigration expenses to the extent listed, and up to the stated individual or cumulative expense limits, in the *Rates Table*. The list of expenses may include premiums for healthcare insurance for the *Designated Professional* and some or all family members being moved.

4. Healthcare

4.1. Healthcare insurance is provided under this Policy to a *Designated Professional* and family members to the extent that the *Designated Professional* and eligible family member sought to be covered are enrolled and entitled under:

- a) a healthcare benefits plan offered by *UBC*; or
- b) healthcare insurance specifically purchased as part of customs and immigration expenses permitted under the *Rates Table*.

5. Tools of the Trade

5.1. Authorization: Before *Tools of the Trade* may be moved under this Policy moving them must be specifically authorized in writing by:

- a) the owner of the equipment; and
- b) the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*.

5.2. No Weight Restriction: *Tools of the Trade* are not counted as part of a weight allowance for *Household and Personal Effects* in the *Rates Table* even if moved as part of *Household and Personal Effects*.

5.3. Scientific Tools: *Tools of the Trade* composed of scientific equipment or supplies that are:

5.3.1. shipped within Canada must be accompanied by:

- a) certification that *UBC* may require to assure safety (this may include that the equipment is free of detectable contamination by chemicals, radioactivity, or bio-hazards); and
- b) a list that clearly identifies each item of equipment.

5.3.2. being imported into Canada may be required to be shipped separately from the *Household and Personal Effects* and be accompanied by:

- a) certification that may be required to cross the border and to satisfy *UBC* of safety (this may include that the equipment is free of detectable contamination by chemicals, radioactivity, or bio-hazards); and
- b) a list that identifies:
 - i) each item of equipment;

- ii) the country of manufacture; and
- iii) the fair market value.

5.4. Tax or Duties: *UBC* will not pay any importation or excise taxes or duties on *Tools of the Trade* that are imported into Canada unless:

- a) approved on a case-by-case basis by the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*; and
- b) those specific *Tools of the Trade* will become the property of *UBC* (and for which income tax receipts may be given to the donor where permitted):
 - i) upon delivery into *UBC*'s possession in Canada or *UBC* assuming risk for the damage or destruction of the goods, whichever comes first; or
 - ii) as agreed between:
 1. the owner of the equipment; and
 2. the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*.

6. Rates Table –Maximums Per Move

Subject of Rate	Maximum Expenses /Rates
a. Automobile transport	<p>Only expenses for personal passenger car, van or truck (up to ½ ton pickups) will be permitted. The rates are as follows:</p> <p>Shipping:</p> <ul style="list-style-type: none"> ▪ <500km – \$0 ▪ 500km or greater = by rail or truck only at market rates not to exceed \$2500 using the most appropriate service <p>Driven:</p> <ul style="list-style-type: none"> ▪ Rates as apply under Policy #83 <i>Travel and Related Expenses</i> but not to exceed \$2500
b. <i>Dependant Care Allowance</i>	Only if authorized and then for no more than \$25 per day per <i>Dependant</i> .
c. Customs and immigration related expenses	Provided <i>UBC</i> incurs the expense or specifically authorizes the expenditure in advance, which may include designating the service provider, <i>UBC</i> will pay for the listed expenses of the <i>Designated Professional</i> , <i>Spouse</i> , and <i>Dependants</i> to a cumulative maximum of \$3,000 incurred within 3 years of the

	<p>acceptance of the offer of employment:</p> <ul style="list-style-type: none"> ▪ Translation of documents where translation is required by <i>UBC</i> and/or the Canadian government ▪ Medical examinations required by <i>UBC</i> and/or the Canadian government ▪ Immigration, work permit, and residency visa fees levied by the Canadian government ▪ Police criminal records checks and fingerprinting ▪ Healthcare insurance premiums of the family or person to be covered for up to 3 month immediately preceding that person’s eligibility for coverage by the British Columbia Medical Services Plan. <p><i>UBC</i> does not pay for:</p> <ul style="list-style-type: none"> ▪ Emigration or border fees levied by foreign governments ▪ Passports ▪ Legal services or documents
d. <i>Household and Personal Effects-storage</i>	The maximum storage expenses for <i>Household and Personal Effects</i> is one month’s storage, if required, and one-time delivery into or out of the storage facility.
e. <i>Household and Personal Effects – weight allowance</i>	The maximum weight covered for <i>Household and Personal Effects</i> is as set out in the following table:

<i>Household and Personal Effects Weight Allowance Table</i>	
Number of People in Move	<i>Weight Allowance</i>
<i>Designated Professional</i> alone	2724 kg (6,000 pounds)
<i>Designated Professional</i> accompanied by <i>Dependant(s)</i>	2724 kg (6,000 pounds), plus 455 kg (1,000 pounds) per <i>Dependant</i>
<i>Designated Professional & Spouse</i>	4550 kg (10,000 pounds)
<i>Designated Professional & Spouse</i> accompanied by <i>Dependant(s)</i>	4550 kg (10,000 pounds), plus 455 kg (1,000 pounds) per <i>Dependant</i>

7. Central and Unit Funding

- 7.1.** The Vice-President, Administration and Finance shall establish a central account to fund payments under the Policy to administrative units and may designate limits or allocations of funds within that account.
- 7.2.** Where the salary of the *Designated Professional* is to be paid from a grant or source other than the UBC's general purpose operating fund (GPOF), expenses under the Policy for that person shall be first paid from that grant or other source to the extent permitted by the funding source before seeking payment from UBC. Reimbursement from the central account shall be in an amount which is the lesser of the shortfall or the amount due under the *Central Fund Contribution Table* in these Procedures.
- 7.3.** Administrative units may seek reimbursement for expenses under this Policy from the central account up to the limits established under the Policy, and shall draw funds from its own budget for the remainder. A request for reimbursement shall:
- 7.3.1. identify whether other sources of funds are available for the expenditures and the amounts drawn upon (or to be drawn upon); and
 - 7.3.2. include an undertaking to update the statement if additional expenditures or other sources of funds are received which increase or decrease the reimbursement entitlement by \$1,000 or more.
- 7.4.** Regardless of source of funding, the administrative unit responsible for the hiring or transfer of the *Designated Professional* shall report to UBC Payroll the amounts of all payments made on behalf of the *Designated Professional* under this Policy for benefits/allowances that are taxable under Canada Revenue Agency rules, for tax reporting purposes. The Income Tax Act requires that certain employer-paid benefits/allowances that are paid to employees be included in the employee's income for tax purposes. With respect to relocation, some examples of taxable benefits are housing reimbursement upon relocation, customs expenses, and immigration expenses. Additional information may be obtained from Financial Services <http://finance.ubc.ca/payroll/administrative-procedures/submitting-taxable-benefits>.

8. Central Fund Contribution to Unit Relocation Expenses

- 8.1.** The Vice-President, Human Resources, or designate, shall administer a central account to reimburse administrative units for relocation expenses incurred by the unit under the Policy for each move (including expenses under Policy #83 *Travel and Related Expenses*) based on the corresponding family size and move point criteria in the table below:

Central Fund Contribution Table				
Number of People in Move	Reimbursement to Unit for Relocations Originating:		Travel Expenses Allowance	Tax and Financial Advising Services Allowance
	within Canada	outside Canada		
<i>Designated Professional alone</i>	\$6,000 \$7,000	\$6,000 \$8,000	\$1,500	\$1,000
<i>Designated Professional accompanied by Dependant(s)</i>	\$6,000 \$7,000 plus \$500 per <i>Dependant</i>	\$6,000 \$8,000 plus \$1,000 per <i>Dependant</i>	\$1,500	\$1,000
<i>Designated Professional & Spouse</i>	\$8,000 \$9,000	\$9,000 \$10,000	\$1,500	\$1,000
<i>Designated Professional & Spouse accompanied by Dependant(s)</i>	\$8,000 \$9,000 plus \$500 per <i>Dependant</i>	\$9,000 \$10,000 plus \$1,000 per <i>Dependant</i>	\$1,500	\$1,000

8.2. The table above may be amended, from time to time, by the Vice-President, Human Resources, personally (not delegated), effective upon the posting of the updated Procedures.

Schedule to Procedures
of
Definitions and Other Interpretation Rules

Definitions

In the Procedures to Policy 82 *Relocation of Faculty Members and Senior Management Staff* the following terms have the meaning defined below:

- a. **“Allowed Moving Expenses”** means the following moving expenses up to the maximum applicable amount specified in the *Rates Table*:
- 1) Packing, loading, delivery and unloading excluding disassembly or assembly as follows: (e.g. for satellite dishes, scientific equipment, computer networks, ready-to-assemble furniture, and swings or playground sets):
 - a. Any disassembly requiring tools, special knowledge, or involving fluids; and
 - b. Any assembly.
 - 2) Storage and delivery from storage; and
 - 3) En route insurance of:
 - a. *Household and Personal Effects* up to replacement value;
 - b. *Tools of the Trade* up to replacement value.

The term “Allowed Moving Expenses” excludes:

- Expenses not permitted or covered by this Policy
 - Servicing of appliances, furnishings, or equipment
 - House cleaning or repair
 - Utility service commencement fees (commonly called “connection” or “hookup” fees)
- b. **“Dependant Care Allowance”** means an allowance for childcare or elder care of a *Dependant* payable to a caregiver normally compensated for their services up to the maximum applicable amount specified in the *Rates Table*.
- c. **“Household and Personal Effects”** means those possessions of the *Designated Professional, Spouse, and Dependents*, which are necessary to re-establish the *Designated Professional’s* household including stored items. These effects include domestic household pets, if permitted by law, excluding fish and birds.
- These effects do not include:
- Building or landscaping materials of any kind (e.g. lumber, cement, bricks, patio slate, sand, gravel)
 - Automobiles, construction equipment, farm equipment, tractors

-
- Recreational vehicles (e.g. trailers, campers, and motorhomes) other than those the mover will transport as part of the *Designated Professional's* possessions without extra charge [N.B. Within Canada snowmobiles and all terrain vehicles might be transportable without extra charge if prepared by the *Designated Professional* as required by the mover - such as by removing volatiles.]
 - Firewood, railroad ties
 - Perishables, including frozen foods and liquids subject to freezing
 - Swimming pools
 - Outbuildings, storage sheds or greenhouses
 - Items that cannot be shipped due to safety or regulatory restrictions including:
 - Paints, cleaning solvents, aerosols or flammables including matches, lighter fluid, gasoline, cleaning fluids, fertilizers
 - Unregistered firearms
 - Ammunition and explosives
 - Propane tanks, empty or full
 - Wine and liquor
 - Livestock, fish, and birds
 - Plants or soil in international shipments
- d. **“Meal Allowances”** means the meal allowances as set under the *UBC Policy #83 Travel and Related Expenses* [N.B. this excludes meals provided by others e.g., complimentary hotel breakfast].
- e. **“Rates Table”** means the table in these Procedures indicating the maximum rates payable under the Policy for identified items or matters.
- f. **“Travel Allowance”** means the reimbursement or rates applicable under the *UBC Policy #83 Travel and Related Expenses* for travel by common carrier (air or ground), or private vehicle between the *Designated Professional's* home or office and the new workplace designated by *UBC*.



SUBJECT	CONFLICT OF INTEREST ADVISOR ANNUAL REPORT 2017
MEETING DATE	FEBRUARY 15, 2018

APPROVED FOR SUBMISSION

Reny Kahlon, Secretary to the Board

FOR INFORMATION

Report Date	January 26, 2018
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EXECUTIVE SUMMARY

Section 9.4 of the *Code of Conduct and Conflict of Interest Guidelines for the Board of Governors* states that "the Conflict of Interest Advisor is responsible to make a written report to the Governance Committee with an overview of the Advisor's activities, specific cases and systemic issues during the immediately preceding calendar year before January 31 in each year."

The Honourable Lance Finch, Q.C., was appointed Conflict of Interest Advisor for the Board of Governors as of January 2017. Pursuant to Section 9.4 of the *Code of Conduct and Conflict of Interest Guidelines for the Board of Governors*, the Advisor's report for 2017 is attached.

In addition to the activities noted on his report, the Conflict of Interest Advisor worked closely with University Counsel, the Board Secretariat and WATSON in 2017 to update the *Code of Conduct and Conflict of Interest Guidelines*.

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

Learning

Research

Innovation

Engagement
(Internal / External)

International

or Operational

**Report of the Conflict of Interest Advisor pursuant to Section 9.4 of the
Code of Conduct and Conflict of Interest Guidelines for the Board of Governors
Calendar Year 2017**

This is my report on the administration of the Code of Conduct and Conflict of Interest Guidelines for the Board of Governors during the 2017 calendar year as required by section 9.4 of the Code.

I am pleased to report that all Governors filed forms, Schedule B (Acknowledgement and Agreement) and Schedule C (Conflict Disclosure Statement) as required by Section 7 of the Code.

Issues arising out of conflict disclosures requiring my attention:

None

In response to these issues, I took the following steps:

None

Aside from my responsibilities as set out by the Code, I also:

Met with three new Governors, either in person or by telephone, to discuss matters of interest or concern to them.

Honourable Lance Fitch, Q.C., Advisor

