



SUBJECT	BOARD STANDING COMMITTEES TERMS OF REFERENCE - AMENDMENTS	
REPORT TO	GOVERNANCE COMMITTEE	
MEETING DATE	NOVEMBER 22, 2019	
MATTER TYPE	<input checked="" type="checkbox"/> BOARD DISCUSSION NOT REQUIRED	<input type="checkbox"/> BOARD DISCUSSION REQUIRED
ACTION REQUESTED	IT IS HEREBY REQUESTED that the Governance Committee, under authority delegated by the Board of Governors, approve amendment of the Terms of Reference for each of the Board Standing Committees as set out in Supplemental Materials # 1-9, and the amendment of the Terms of Reference for the Housing Action Plan Working Group (3) as set out in Supplemental Materials #10.	
REPORT DATE	November 5, 2019	
EXECUTIVE PROPONENT	Hubert Lai, Q.C., University Counsel	
PRESENTED BY	Hubert Lai, Q.C., University Counsel	
SUPPORTED BY	Karen Choi, Legal Counsel Lorena Vlad, Legal Counsel	

PRIOR SUBMISSIONS

No prior submissions.

EXECUTIVE SUMMARY

The University Act vests the management, administration and control of the property, revenue, business and affairs of the university in the Board of Governors. It is empowered to establish committees it considers necessary to carry out the Board's functions, and to confer on those committees the power and authority to act for the Board. The Board has established nine standing committees of the Board and delegated authority to the Governance Committee to approve terms of reference for each of the standing committees.

The Board has recently reviewed responsibilities where delegated authority is shared among two or more of its standing committees and determined that the practice of holding joint committee meetings will be discontinued. The Committee Chairs have reviewed the list of joint responsibilities and agreed upon a reallocation of each responsibility to one Board committee. The Governance Committee did not have any jointly delegated responsibilities and thus no changes have been made to reallocate its previously delegated authority.

The following proposed amendments were made to the standing committees terms of reference:

1. revised language to clarify the delegation of authority from the Board to its committees (This language was presented by the Board Secretary to the Governance Committee at its June 2019 meeting and to all the standing committees at their September 2019 meetings but has not yet been formally approved.);
2. additional items to be included on list of delegated authority for certain standing committees (These items were presented by the Board Secretary to the applicable standing committee at its September 2019 meeting but have not yet been formally approved.);

3. reallocation of jointly delegated authority (These reallocations have been identified on the basis of the input provided by the Committee Chairs.); and,
4. updates to all cross-references to Board policies to reflect the recently approved naming and numbering system for Board policies.

The Housing Action Plan Working Group (3), reconstituted by the Board of Governors in September 2018 to provide support for faculty and staff housing initiatives, is a jointly delegated authority previously shared between the Finance Committee and the Property Committee. This responsibility will be reallocated to the Property Committee.

Cumulative markups showing all the proposed amendments described above have been prepared for each of the committees' and working group's terms of reference and are attached for approval by the Governance Committee.

SUPPLEMENTAL MATERIALS

- i.* Proposed Amendments to Board of Governors Audit Committee Terms of Reference
- ii.* Proposed Amendments to Board of Governors Employee Relations Committee Terms of Reference
- iii.* Proposed Amendments to Board of Governors Executive Committee Terms of Reference
- iv.* Proposed Amendments to Board of Governors Finance Committee Terms of Reference
- v.* Proposed Amendments to Board of Governors Governance Committee Terms of Reference
- vi.* Proposed Amendments to Board of Governors Indigenous Engagement Committee Terms of Reference
- vii.* Proposed Amendments to Board of Governors Learning & Research Committee Terms of Reference
- viii.* Proposed Amendments to Board of Governors People, Community & International Committee Terms of Reference
- ix.* Proposed Amendments to Board of Governors Property Committee Terms of Reference
- x.* Proposed Amendments to Board of Governors Housing Action Plan Working Group (3) Terms of Reference

PURPOSE

The Board of Governors has delegated to the Audit Committee responsibility for oversight of the University's financial reporting, audit processes, and internal controls.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Audit Committee shall:

1. Strengthen the role of the Board of Governors, and to assist Governors in meeting their responsibilities, by holding discussions with Management, the Auditor General and/or the External Auditor, and the Chief Audit & Risk Officer/Internal Auditor.
2. Improve the credibility and objectivity of financial reports and to increase the independence of the External and Internal Auditors.
3. Ensure effective processes and controls exist over risks that may affect the reputation, financial position, resources, or ability of the University to carry out its desired objectives.
4. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
5. Advise and assist the Board of Governors and the President in advancing the goals of the University's strategic plan, *Shaping UBC's Next Century*, through ongoing, risk-based review of commitments contained within the strategic plan.

MEMBERSHIP & PROCEDURES

The Audit Committee is composed of at least four (4) members of the Board of Governors, all of whom are external to the University. The Board of Governors Chair, the Chancellor and/or the President may be appointed as voting members. The size of the Committee reflects the tasks it undertakes.

If possible, at least two (2) members of the Committee should have significant financial experience and expertise.

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

Attendance by at least 35% of Audit Committee members is required to establish quorum.

The Audit Committee meets at scheduled times throughout the year, with additional meetings at the call of its Chair.

ACCOUNTABILITY

Minutes of Audit Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed to Governors and others authorized to attend such closed sessions as soon as practicable. Audit Committee minutes are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Audit Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Audit Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Audit Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Audit Committee authority to ~~approve~~ [transact the following business on its behalf:](#)

[Approve](#) the following reports ~~on behalf of the Board of Governors:~~

- External Auditor Contract
- Financial Forecast (Quarterly)
- Internal Audit Plan

~~The Board of Governors has delegated to the Audit Committee authority to receive~~ [Receive for information](#) the following reports ~~on behalf of the Board of Governors:~~

- Change Management
- Confirmation of Tax Payments
- Development & Alumni Engagement Year-End Report

- Enterprise Risk Management – Major Risk Register Update
- External Auditor - Audit Findings Report and Management Letter
- External Auditor – Update
- Financial Reports / Statements
(Note: annual UBC Consolidated Financial Statements require approval by the BoG)
- Integrated Renewal Program - Independent Validation and Verification Reports
- Internal Auditor High-Risk Audit Findings and Recommendations Status Report
- Litigation Annual Report and Updates
- Payroll Review
- Procurement Modernization Program
- Research Single Audit Report (formerly A-133 Audit Report) Audit Reports [Audit opinions are given on the University's compliance and internal control over the University's compliance with the requirements described in the Uniform Guidance that could have a direct and material effect on its programs in the Research and Development cluster for the year ended March 31, 2017. The report is submitted to the appropriate U.S. government agency annually.]
- Student Enrolment (FTE) Audit
- US GAAP Financial Statements
- US William D. Ford Federal Direct Loan Program (DLP) Audit Report

ANNUAL MEETING SCHEDULE

At a minimum, the following should be covered during scheduled meetings of the Audit Committee:

First Meeting

In February or March to review the Q3 Financial Report, to review the Internal Auditor's report, and to approve the Internal Audit Plan for the year ahead.

Second Meeting

In June to review the audited financial statements of the University, and to review the Internal Auditor's report.

Third Meeting

In September to review the Q1 Financial Report, to approve the Q2 financial forecast prior to submission to government, and to review the Internal Auditor's report.

Fourth Meeting

In November to review the Q2 Financial Report, to approve the Q3 financial forecast prior to submission to government, and to review the Internal Auditor's report.

FINANCIAL STATEMENTS

Annual Financial Statements

Subject to the powers and duties of the Board of Governors, the Audit Committee should review the annual financial statements and carry forward appropriations and recommend their approval to the Board of Governors.

In the course of their review, the Audit Committee should:

- Determine whether appropriate accounting principles and auditing standards are being applied.
- Discuss with Management and with the Auditor General and/or External Auditor all proposed major changes in accounting policy, the presentation of all large risks or uncertainties, and all estimates or judgments of Management that may be material to financial reporting.
- Question Management and the Auditor General and/or External Auditor regarding significant financial recording or presentation issues discussed during the fiscal period and the manner of their resolution.
- Examine the audited annual financial statements in conjunction with the report of the Auditor General and/or External Auditor, which may include determining whether the statements:
 - reflect properly the significant accounting policies selected;
 - reflect estimates and other financial statement elements that are reasonable and consistent;
 - disclose adequately major transactions and issues;
 - disclose post-year-end significant events;
 - are understandable, relevant, reliable and comparable; and,
 - are complete and consistent
- Ask explicitly the Auditor General and/or External Auditor for an opinion about the appropriateness, not just the acceptability, of accounting principles and financial disclosures.
- Review periodically with Management and the Auditor General and/or External Auditor all of the University's major accounting principles, policies and estimates.

Quarterly Statements & Forecasts

The Audit Committee shall review the quarterly financial statements. The Committee shall also review and approve the submission of the quarterly financial forecasts to the province as required under the government reporting entity (GRE).

Consistent with the annual financial statements, the Committee shall discuss appropriate accounting and disclosure policies with Management. However, as quarterly statements are unaudited, an audit opinion will not be received for discussion on quarterly financial statements.

EXTERNAL AUDIT

The *University Act* specifies that the Auditor General is to be appointed the External Auditor of UBC. The Auditor General can appoint an agent to carry out the audit under its supervision.

The External Auditor reports directly to the Audit Committee.

In overseeing the external audit, the Audit Committee shall:

Before the Audit:

- Review the terms of External Auditor engagement and the appropriateness and reasonableness of the proposed audit fees.
- Review the audit plan with the External Auditor and Management, and discuss the timing and extent of the audit work, materiality, audit risk, and overall audit strategy.
- Review the audit scope with the External Auditor and Management and ensure no restrictions have been placed by Management on the scope of the audit.
- Ensure the Internal Auditor and the External Auditor coordinate internal and external audits.

During the Audit:

- Determine whether Management has provided full and open disclosure to the External Auditor's inquiries.
- Review problems experienced by the External Auditor in performing the audit, including any restrictions imposed by Management and all significant accounting issues on which there was disagreement with Management.
- Obtain explanations from Management on all significant variations between comparative reporting periods.
- Ensure that Management and the External Auditor fully inform the Audit Committee about any financial irregularities, regulatory investigations, potential liabilities, or other sensitive information.
- Ensure that the External Auditor informs the Committee about material misstatements, whether adjusted or not.
- Review audit conclusions regarding significant accounting estimates.

After the Audit:

- Determine whether the performance of the External Auditor is satisfactory and effective and meets the requirements of the University.
- Discuss with the External Auditor their independence and how it has been maintained.
- Review the post-audit or management letter containing the recommendations of the External Auditor; review Management's response and subsequent follow-up to any significant identified weaknesses.

- Obtain information on the nature of all non-audit services provided by the External Auditor; the Committee should review the contracts for same and consider the impact on the External Auditor's independence.

Other:

- Review all issues related to any change of the External Auditor and plans to ensure an orderly transition.
- Review any other financial reports and disclosure documents provided by the External or Internal Auditors or other appropriate officers of the University.
- Meet with the External Auditors without Management present, as part of the regular Audit Committee agenda.

UBC INTERNAL AUDIT AND RISK MANAGEMENT SERVICES

The Chief Audit & Risk Officer (CARO) oversees Internal Audit and Enterprise Risk Management at UBC and reports directly to the President and Vice-Chancellor and to the Audit Committee Chair.

Internal Audit

The Audit Committee shall:

- Hire and evaluate the Chief Audit & Risk Officer/Director of Internal Audit.
- Evaluate the performance of the Chief Audit & Risk Officer/Internal Audit unit.
- Review and maintain the power of veto over the appointment, replacement, reassignment or dismissal of the Chief Audit & Risk Officer/ Internal Auditor by Management.
- Ensure the Chief Audit & Risk Officer/Internal Auditor has direct access to the Audit Committee.
- Review the Terms of Reference for the Chief Audit & Risk Officer/Internal Auditor, including an examination of the Chief Audit & Risk Officer's/Internal Auditor's approach to risk assessment and the methods used to assess risk.
- Consider the scope of internal audit activity, plans, and resources required by Internal Audit, and approve the annual CARO/Internal Audit Plan/budget.
- Review the reports issued by the Chief Audit & Risk Officer/ Internal Auditor.
- Review Management's response to CARO/Internal Audit recommendations and subsequent follow up to all identified risk exposures and control issues.
- Ensure that the Chief Audit & Risk Officer/Internal Audit has in place a formal whistleblower process, and that the process is communicated to the community.
- Meet with the Chief Audit & Risk Officer/Internal Auditor without Management present, as part of the regular Audit Committee agenda.

The Audit Committee shall:

- Review significant recommendations made by the Auditor General, the External Auditor, the Chief Audit & Risk Officer, and/or the Internal Auditor regarding internal controls.
- Ensure Management fulfills its responsibility with respect to the integrity of financial information systems and internal controls.
- Obtain reasonable assurance that management information systems (MIS) are reliable and internal controls are appropriate and adequate. For this purpose, the Committee may wish to direct the Auditor General's and CARO's/Internal Auditor's examinations to particular areas; the Committee may request the External and/or Internal Auditor to undertake special examinations.
- Determine whether systems are in place to identify and monitor major business and other risks.
- Review the general control environment, organizational structure and delegation of authority.

The Audit Committee review should also include the prevention or detection of Management override or compromise of the internal control system.

Enterprise Risk Management

With respect to Business Risks and Compliance matters, the Committee should ensure compliance with statutory financial reporting and disclosure requirements with respect to:

- the *University Act*
- the *Financial Information Act*
- the *Freedom of Information & Protection of Privacy Act*

In 2009, UBC adopted an Enterprise Risk Management (ERM) framework to support strategic and operational decision-making. The Office of ERM has been leading the implementation and works with the Executive Team and academic and administrative units across the University to facilitate the identification process of risks and assist with the development of relevant risk mitigation strategies.

The Audit Committee directs the ERM initiative; the ERM Steering Committee is comprised of executive and senior members: Provost & Vice-President Academic, Deputy Vice-Chancellor and Principal, Vice-President Finance & Operations, Vice-President Students, Vice-President Human Resources, the Chief Audit & Risk Officer and the Director of Internal Audit.

The Audit Committee receives the ERM Major Risk Register Update report at each meeting. In addition, an ERM Risk Register report is provided to the Board of Governors annually.

Enterprise Risk Management serves UBC by:

- Providing a management tool for faculties and administrative units to identify key areas of risk and prioritize resource allocation
- Identifying dependencies and key areas where coordination is required
- Developing of an ongoing comprehensive risk database using a consistent methodology across all campuses of the University

- Providing feedback and reporting to the Board of Governors regarding major risks facing the University
- Coordinating with CARO/Internal Audit, Privacy, Information Security and other Risk Management Services (e.g., Continuity Planning, Insurance, Health & Safety)
- Providing information about best practices

OTHER DUTIES & RESPONSIBILITIES

The Audit Committee shall:

- Monitor the overall financial management of the University.
- Review the status of pending or threatened material litigation.
- Review before filing with government any formal financial reports on the financial condition or operating results of the University.
- Draw to the attention of the Board of Governors all financial matters of which the Committee has knowledge and which may materially affect the current or future position of the University.
- Confirm that appropriate policies and procedures are in place for monitoring compliance with applicable laws, and ascertain their adequacy and compliance levels.
- Review programs to protect the University's assets (for example, insurance).
- Review such other matters which may be referred to the Committee by the Board of Governors for consideration and recommendation.
- Meet with the Chief Audit & Risk Officer, Internal Auditor, Auditor General, External Auditor and Management in separate *in camera* sessions to discuss any matters the Committee or these groups believe should be discussed privately.
- Review Environmental and Health and Safety matters for compliance to applicable legislation and University policies.
- Review any proposed changes in roles or responsibilities to the position of the University's Vice-President Finance & Operations.
- Have the authority to engage independent counsel and other advisors, with prior approval from the Chair of the UBC Board of Governors.

Appendix
Board Policies for Review by Audit Committee

Policy	Name
6 SC4	Environmental Protection Compliance
7 SC1	Occupational and Research Health and Safety Policy
8 SC10	Disaster Management
12 UP7	Pest Control
79 xxNA	Travel Assistance for Graduate Students Repeal Pending – In Force Until Further Notice
80 xxNA	Travel Expenses — Recipients of Honorary Degrees Repeal Pending – In Force Until Further Notice
83 FM8	Travel and Related Expenses Directive Expenditure Guidelines
84 xxNA	Entertainment Expenditure Guidelines Repeal Pending – In Force Until Further Notice
95 SC8	Investigations Guidelines
99 UP1	Provision of Communication Services
111 SC15	Internal Audit, Investigations, and Financial Whistleblower
115 xxNA	Gifts Expenditure Guidelines Repeal Pending – In Force Until Further Notice
117 GA4	Records Management
118 SC16	Safety and Security Cameras
119 FM3	Cash Handling

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Padding cell	

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Insertions	25
Deletions	23
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Moved to	0
Style change	0

Format changed	0
Total changes	48



PURPOSE

The Board of Governors has delegated to the Employee Relations Committee responsibility for strengthening the employer-employee relationship through measuring employee satisfaction and morale, and for oversight of appointments, terminations, conditions of employment and collective bargaining.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Employee Relations Committee shall:

1. Advise the Board with regard to policies, principles and strategic plans that support the attraction, engagement and retention of a diverse and inclusive community of outstanding faculty and staff.
2. Other than as addressed through collective bargaining with the UBC Faculty Association, advise the Board of Governors in matters relating to:
 - the conditions of appointment of faculty members, professional librarians and program directors in the Centre for Continuing Education (including salaries and benefits);
 - the criteria and procedures governing appointments and termination of appointments;
 - provisions for collective bargaining with the UBC Faculty Association; and,
 - appointment, reappointment and extensions of appointment for Deans, Vice-Provosts, Associate Vice-Presidents, Librarian and Registrar, and determination of compensation associated with those actions. Determination of compensation for Deans, Associate Vice-Presidents, Librarian and Registrar is delegated to the President.
3. Advise the Board of Governors on matters relating to the conditions of employment and collective bargaining for all other UBC employees.
4. Review and recommend policies that affect the employment and termination of faculty and staff, including appointments to management positions (other than positions equal or senior to Dean).
5. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
6. Advise and assist the Board of Governors and the President in advancing employment-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

MEMBERSHIP & PROCEDURES

Committee membership is comprised of:

- A minimum of six (6) Governors who are external to the University
- the Board Chair, the Chancellor and the President as *ex officio* voting members

Members are appointed by the Board Chair with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Employee Relations Committee meets at the call of its Chair.

Attendance by at least 35% of Employee Relations Committee members (including *ex officio* members) is required to establish quorum.

ACCOUNTABILITY

Minutes of Employee Relations Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed to Governors and others authorized to attend such closed sessions as soon as practicable. Employee Relations Committee minutes are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Employee Relations Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Employee Relations Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Employee Relations Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Employee Relations Committee authority to ~~approve~~ [transact the following business on its behalf:](#)

- Approve the following reports ~~on behalf of the Board of Governors~~: Appointment Information: Appointments & Reappointments - Heads of Academic Units; Appointments & Reappointments - Delegation of Authority (as per Policy ~~#25AP3~~); Summary of Board Appointments
- Associate Vice-President Evaluation and Compensation Recommendations
- Associate Vice-President Salary Administration Framework and Guidelines
- Collective Bargaining Mandates
- Salary Adjustments | Associate Vice-Presidents
- ~~The Board of Governors has delegated to the Employee Relations Committee authority to receive~~ Receive for information the following reports ~~on behalf of the Board of Governors~~: Grievance / Arbitration / Discipline / Personnel Issues Updates
- Managing Health Promotion & Absenteeism at UBC

Appendix
Board Policies for Review by Employee Relations Committee

Policy	Name
2HR10	Employment Equity
17AP11	Appointment of Registrar and Librarians (Joint Senate and Board Policy)
18AP12	Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)
20HR11	Advertising of Position Vacancies Available Employment Positions
21AP5	Appointment of Deans and Principals (Joint Board and Senate Policy)
22AP9	Appointments and Extension of Appointments for Heads of Academic Units
23AP8	Extension of Appointments for Deans and Principals
25AP3	Board of Governors Appointments
26AP2	Designation of Acting Administrators in Cases Administrative Heads of Absence Unit
42AP4	Faculty Term Appointments Without Review
43AP13	Extension of Appointments for Registrar and Librarians
49HR9	Pre-Retirement Reduced Workload/Responsibility Appointment — Non-Academic Agreements for Staff
50HR2	Leave to Take Political Office
54HR8	Study Leave (other than Faculty)
56HR5	Vacations — Non- Union, Management and Professional Staff
62HR4	Leave Due to Illness of Members of Faculty
64HR7	Crossing Non-Performance of Picket Lines Work during a Legal Strike
75AP7	Appointment of Graduate Students to Teach a Course Requiring a Board of Governors Appointment
82HR6	Relocation of Faculty Members and Senior Management Staff
86FM7	Extraordinary Expenses - Grant and Contract-Funded Employees
97SC3	Conflict of Interest and Conflict of Commitment

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Rendering set	Standard

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Statistics:	
	Count
Insertions	37
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Moved to	0
Style change	0
Format changed	0
Total changes	74



PURPOSE

The Executive Committee holds the following primary areas of responsibility:

- To act for the Board of Governors in dealing with any matters requiring attention in the interval between regularly scheduled meetings of the Board; and,
- To act for the Board of Governors in considering Presidential and Vice-Presidential appointments.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Executive Committee shall:

1. Meet as needed to make decisions in contingent circumstances between regularly scheduled Board meetings. If necessary in such circumstances, the Executive Committee may speak and/or act for the Board of Governors.
2. Review and recommend to the Board of Governors criteria for selection of the President.
3. Review the *Presidential Search Committee Guiding Principles & Procedures* and recommend amendments for consideration and approval by the Board of Governors (undertaken jointly with the Senates).
4. Oversee the Presidential Selection Committee through the process of selecting a candidate.
5. Conduct an annual performance review of the President.
6. Recommend an appropriate compensation package for the President to the Board of Governors.
7. Through the President, conduct an annual performance review of the Vice-Presidents (the President will report to the Executive Committee on the performance of Vice-Presidents) and approve appropriate compensation packages for Vice-Presidents..
8. Ensure adequate succession plans are in place for Vice-President and Associate Vice-President positions.
9. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).

MEMBERSHIP & PROCEDURES

The Executive Committee is comprised of the Board Chair and Vice-Chair, the Chancellor, the President, and the Chairs of the Standing Committees.

The Board Chair acts as Chair of the Executive Committee.

Additional members may be appointed at the discretion of the Chair of the Board of Governors, with the assistance of the President. Appointments are made based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Executive Committee meets at the call of the Committee Chair as required.

Attendance by 35% of Executive Committee members is required to establish quorum.

ACCOUNTABILITY

Minutes of Executive Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed to Governors and others authorized to attend such closed sessions as soon as practicable. Executive Committee minutes are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Executive Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Executive Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Executive Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ Meetings Policy (GA8) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Executive Committee authority to ~~approve~~ transact the following business on its behalf:

Approve the following reports ~~on behalf of the Board of Governors:~~

- Performance Reviews & Compensation Recommendations - Vice-Presidents
- President Annual Performance Review Framework / Schedule
- ~~The Board of Governors has delegated to the Executive Committee authority to receive~~ Receive for information the following reports ~~on behalf of the Board of Governors:~~
 - President and Vice-Chancellor Performance Review and Priorities for Coming Year
- Succession Planning

Appendix
Board Policies for Review by Executive Committee

Policy	Name
19 GA1	Acting President
24 AP6	Extension of Appointments for Designated Senior Academic Administrators
31 HR12	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
34 AP14	Appointment and Extension of Appointment of Administrative Vice- Presidents

Document comparison by Workshare 9.5 on Monday, November 4, 2019 11:28:14 AM

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Format changed	0
Total changes	21

PURPOSE

The Board of Governors has delegated to the Finance Committee responsibility for assisting the Board of Governors in fulfilling its oversight responsibilities over the financial affairs of the University, and for ensuring the establishment of sound financial policies and practices which will lead to the long-term financial sustainability of the University.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Finance Committee shall:

1. Approve the University's budget framework, which sets the guiding principles between costs, government funding and tuition fee levels.
2. Review and recommend to the Board of Governors the annual budgets.
- ~~3. Monitor the financial health of the University through projections and forecasts, recommending corrective action where required.~~
- ~~3.~~ 4. Review actual versus budgeted results on a quarterly basis.
- ~~4.~~ 5. Endorse the underlying principles surrounding tuition fee levels, as well actual recommendations for the fiscal year, reviewing the recommendations in conjunction with Policy #71 (Consultation with Students about Tuition and Mandatory Fees).
- ~~5.~~ 6. Assist the Board of Governors to enhance the University's investment position or portfolio performance, applicable (but not limited) to the framework in which UBC Investment Management Trust (IMANT) operates within the UBC investment framework approved by the Board of Governors.
- ~~6.~~ 7. Periodically review UBC IMANT's implementation and conformity with Endowment policies approved by the University.
- ~~7.~~ 8. Review and recommend to the Board of Governors capital expenditure proposals in accordance with Board-delegated authority and signing resolutions.
- ~~8.~~ 9. Review debt management policies for recommendation to the Board of Governors, including extent and methods of obtaining external borrowing for operating and capital expenditures.
- ~~9.~~ 10. Ensure that a sound resource-allocation framework is in place and that decisions are made within the approved framework.
- ~~10.~~ 11. Review trends which have implications for the financial health of the University or which have the potential to impair the strategic plan approved by the Board of Governors.
- ~~11.~~ 12. Review ~~Monitor the financial health of the University through projections and forecasts, and review~~ and recommend policies and actions to the Board of Governors that enhance the University's financial position or financial performance (cost control or revenue generation).
- ~~12.~~ 13. Review and recommend policies and practices to the Board of Governors that reflect evolving improvements to the financial strategies and operations of the University.
- ~~13.~~ 14. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).

14. ~~15.~~ Advise the Board when, under the *University Act*, it should consult the Council of Senates, the UBC Vancouver Senate and/or the UBC Okanagan Senate, with regard to budgetary matters.

15. ~~16.~~ Advise and assist the Board of Governors and the President in advancing the finance-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

MEMBERSHIP & PROCEDURES

Committee members are appointed from among the Board members and include:

- the Board Chair, the Chancellor and the President as *ex officio* voting members
- the Board of Governors Vice-Chair
- one (1) student member
- one (1) faculty member
- up to five (5) Governors who are external to the University

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee may delegate, or be directed by the Board to oversee, work tasks and action items to subcommittees, the University Executive, or independent third parties, on Board approval.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Finance Committee meets prior to each regularly scheduled Board of Governors meeting and in addition may meet at the call of its Chair as required.

Attendance by 35% of Finance Committee members (including *ex officio* voting members) is required to establish quorum. When considering proposals for tuition and fees, the Committee shall make every effort to ensure the attendance of student members.

ACCOUNTABILITY

Minutes of Finance Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Finance Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Finance Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Finance Committee are governed by ~~Policy 93 (Open, Closed and In-Camera)~~ the Board Meetings of the Board of Governors Policy (GA8) and Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Finance Committee authority to ~~approve~~ transact the following business on its behalf:

Approve the following reports ~~on behalf of the Board of Governors:~~

~~Agency Agreements with UBC Properties Investments Ltd (jointly with Property Committee)~~

- Annual Fee Schedule – Alma Mater Society
- Annual Fee Schedule – UBC Students’ Union Okanagan
- Endowment Collapse Requests
- Endowment Variation Requests
- Faculty Pension Plan – Amendments to Plan Text

~~Neighbours Agreement (UNA and UBC) (jointly with PC&I Committee)~~

- Non-Refundable Acceptance Deposits

~~Routine Capital Plan (jointly with Property Committee)~~

- Signing Resolutions
- Staff Pension Plan (SPP) – Amendments, Restatement(s)
- Staff Pension Plan (SPP) – Funding Policy
- Staff Pension Plan (SPP) – Governance Policy and Terms of Reference
- Statements of Investment Policies & Procedures – Endowment, Staff Pension Plan, Supplemental Plan, Sustainable Future Pool, Core Working Capital, UBC Liquidity Fund

~~Student Financial Support (jointly with PC&I Committee)~~

- Student Housing & Hospitality Services (SHHS) Housing Rates ~~(jointly with PC&I Committee)~~

- Student Union/Association/Organization Fees

- Threshold for Capital Project and Internal Loan Approval Authority
- Tuition ~~Fees (jointly with L&R Committee)~~ and other Fees for Academic Programs

NOTE: Annual/recurring tuition increases and proposals for international tuition increases applying to incoming students are excepted and will be presented to the Board of Governors for approval.

- Tuition Instalment Schedules
- UBC Development Cost Charges ~~Plans (jointly with Property Committee)~~

~~The Board of Governors has delegated to the Finance Committee authority to receive~~ [Receive for information](#)
the following reports ~~on behalf of the Board of Governors:~~

- Annual Debt Report

~~Approval of Academic Programs / Fees – Communication and Consultation (jointly with L&R Committee)~~

~~Board 4 Reports (jointly with Property Committee)~~

- Capital Planning and Prioritization Process ~~(jointly with Property Committee)~~

~~Capital Projects Updates (jointly with Property Committee)~~

- Endowment Status Report
- ~~Enrolment Strategy Review (jointly with PC&I Committee)~~ Faculty Pension Plan (FPP) – Plan Summary and Audited Financial Statements
- Faculty Pension Plan (FPP) – Report
- Financial Statements – Great Northern Way Campus Trust
- Financial Statements – The Neighbours’ Fund
- Financial Statements – Tri-University Meson Facility (TRIUMF)
- Financial Statements – UBC Foundation
- Financial Statements – UBC Investment Management Trust (IMANT)
- Financial Statements – UBC Properties Investments Ltd (UBCPIL/UBCPT)
- Financial Statements – University Neighbourhoods Association (UNA)
- Fiscal Strategy – [Working Capital](#), Liquidity and Debt Update (Vancouver and Okanagan)

~~Flexible Learning Updates (jointly with L&R Committee and Property Committee)~~

- Professional Masters Programs – Enrolment and Tuition
- Research Data Management and Access
- Rental Revenues - Review

~~Routine Capital Plan (jointly with Property Committee)~~

~~Seismic Resilience Plan | Progress Updates (jointly with Property Committee)~~

- Staff Pension Plan (SPP) – Fund Management Report
- Staff Pension Plan (SPP) – Governance Report
- Staff Pension Plan (FPP) – Plan Summary and Audited Financial Statements
- Staff Pension Plan (SPP) – Report

~~Student Diversity Initiative / Commitment to Diversity Fund (jointly with PC&I Committee)~~

- Student Housing & Hospitality Services (SHHS) Financial & Operational Annual Update

~~Student Housing Growth Plans (jointly with Property Committee)~~

~~UBC GamePlan Updates (jointly with Property Committee)~~

~~- [Sustainability Reports \(UBC Vancouver and UBC Okanagan\)](#)~~

- UBC Investment Management Trust (UBC IMANT) Quarterly Portfolio Review

~~UBC Properties Trust 20-Year Outlook (jointly with Property Committee)~~

~~UBC Properties Trust Update (jointly with Property Committee)~~

- UBC-Controlled, Affiliated or Related Organizations, ~~Major Campus Tenancies, Off-Campus Properties and Advisory Committees~~ Annual Report ~~(jointly with Property Committee)~~

~~UBC's Rapid Transit Strategy Updates (jointly with Property Committee)~~

Appendix
Board Policies for Review by Finance Committee

Policy	Name
35 LR5	Research Grants During Periods Other Than Study Leave
37 LR3	Research Grants as Part Payment During Study Leave
67 FM1	Late Payment of Fees and Accounts
90 FM4	Over-Expenditure on Research and Specific Purpose Trust Project/Grants
101 UP4	Vending Machines on Campus or in UBC Space
108 UP3	Disposal of Surplus Equipment and Materials
109	Ownership
113 FM5	Endowment Management
121	Campus Mailing Services
122 FM2	Purchasing
123 FM9	Term Invested Fund Management
125 FM1 0	Retained Risk Fund for Major Capital Construction Projects

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PURPOSE

The Board of Governors has delegated to the Governance Committee responsibility for overseeing and enhancing University governance integrity and the organization, procedures and performance of the Board of Governors. The Committee assesses the University's governance development and practices in accordance with adopted policies, principles and strategies, and makes recommendations on these matters to the Board of Governors.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Governance Committee shall:

1. Oversee the governance framework for the Board of Governors and for the University, and conduct periodic and selective review for compliance to the University's strategic plan, and to the values and obligations of the University, through:
 - a. Review and approval of the University's *Annual Institutional Accountability Plan & Report* prior to submission to the provincial government; and,
 - b. Follow up on action items and on other recommendations or directions of the Board.
2. Advise and assist the Board of Governors and the President in advancing the governance and accountability related objectives of the University's strategic plan, *Shaping UBC's Next Century*.
3. Monitor and advise the Board of Governors on developments and emerging best practices in governance, including Board liability and risk management.
4. Review the roles and responsibilities of the Board of Governors, its Committees, Chairs, Governors and administrative support.
5. Organize and oversee strategic sessions; ensure timely follow up of matters raised at strategic sessions.
6. Develop processes for managing, and manage, confidential evaluations of the Board of Governors, committees and individuals in their governance capacities against such policies.
7. Make recommendations to the Board of Governors for improvements (effectiveness, relevance, clarity) to governance structure and policies.
8. Conduct specialized reviews of governance issues, and provide a report to the Board annually or as directed by the Board of Governors.
9. Recommend to the Board of Governors candidate(s) for the position of Board of Governors Conflict of Interest Advisor.
10. In consultation with the provincial Crown Agencies and Board Resourcing Office (CABRO), identify competencies (skills and experience) and personal attributes required to fulfill the roles and responsibilities of the Board of Governors in accordance with the principles and strategic plan of the University.

11. Maintain (through the Board Secretariat) an analytical framework assessing competencies, expertise, skills, background and personal qualities of current Governors, and identify areas where additional strengths are required (this framework is shared with all bodies that appoint, elect, or nominate Board of Governors members).
12. Review, update and report to the Board of Governors on the orientation and continuing education of Governors, promoting better understanding of current University business, affairs and good governance practices.
13. Review the information needs and time restrictions of Governors (in addition to orientation and continuing education), and assess and report to the Board of Governors on information management systems and practices of the Board to maximize effective use of time in Board governance matters, including Board meetings and annual and long-term agendas of governance matters.
14. Review on a regular basis governance relationships between UBC and its affiliated Boards (UBC Properties Trust, UBC Investment Management Trust, and the Staff Pension Plan).
15. Maintain a current and complete Board of Governors Manual, including:
 - the legislative context, including a summary of legislative authority and accountability from federal, to provincial, to local levels;
 - a Board Charter to confirm statutory authority and obligations, and statements of roles and responsibilities of Board Committees, the President, the Chair, and Governors;
 - the organization of the University governance structure, including key personnel, committees, and associated organizations;
 - the University's strategic plan and related policies for evaluation of University governance;
 - Board procedures, including the evaluation and succession of Governors and Board information-management policies, meeting agendas and protocol;
 - governance compliance, including processes to evaluate compliance to regulatory and external obligations of the University;
 - a University Community statement, including the purposes and governance relationships of the University's subsidiaries, affiliated and associated organizations, trusts, and foundations;
 - an integrity infrastructure policy: statements of value, mission and vision, and standards and guidelines for conduct, including conflict of interest and communications policies, and systems for confidential submission, review and response to concerns; and,
 - a Communications Policy and protocols for communication among governance parties including Ministries, Governors, the University Executive, and the University community of students, staff, faculty, and the public.

MEMBERSHIP & PROCEDURES

Committee members are appointed from among the Board members and include:

- the Board Chair, the Chancellor and the President as *ex officio* voting members
- one (1) student member
- one (1) faculty member
- two (2) Board members who are external to the University

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee may delegate, or be directed by the Board to oversee, work tasks and action items to subcommittees, the University Executive, or independent third parties, on Board approval.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Governance Committee meets at least four times per year, prior to three regularly scheduled Board of Governors meetings and within at least one strategic session.

Additionally, the Governance Committee may meet at the call of the Committee Chair as required.

Attendance by 35% of Governance Committee members (including *ex officio* members) is required to establish quorum.

ACCOUNTABILITY

Minutes of Governance Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Governance Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Governance Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Governance Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated Committee Meeting Rules and Practices.

The Committee reports to the Board of Governors on Board performance and University governance as required.

DELEGATED APPROVAL AUTHORITY

The Board of Governors has delegated to the Governance Committee authority to ~~approve~~[transact](#) the following business on its behalf:

[Approve](#) the following reports ~~on behalf of the Board of Governors:~~

- Appointment(s)/Reappointment(s) - Advisory Urban Design Panel (AUDP) (Vancouver)
- Appointment(s)/Reappointment(s) - Development Permit Board (DPB) (Vancouver)
- Appointment(s)/Reappointment(s) - Faculty Pension Plan
- Appointment(s)/Reappointment(s) - Hamber Foundation Board of Directors
- Appointment(s)/Reappointment(s) - UBC Foundation Board of Directors
- [Appointment\(s\)/Reappointment\(s\) – UBC Investment Management Trust Board of Directors](#)
- Appointments / Reappointments - Western Canadian Universities Marine Sciences Society (WCUMSS) Management Council
- Board of Governors Committee Operating Guidelines
- Board of Governors Meeting Rules and Practices
- Code of Conduct and Conflict of Interest Guidelines for the Board of Governors
- Committee Terms of Reference

~~The Board of Governors has delegated to the Governance Committee authority to receive~~[Receive for information](#) the following reports ~~on behalf of the Board of Governors:~~

- Board of Governors Survey
- Board Policies – Delegation of Policies to Committees for Review
- Conflict of Interest Advisor - Annual Report

Appendix
Board Policies for Review by Governance Committee

Policy	Name
1 GA2	Administration of Policies
93 GA8	Policy 93 (Open, Closed and <i>In Camera</i> Meetings of the Board of Governors)

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PURPOSE

Universities across Canada educate more than a million students each year and Indigenous students continue to be under-represented in higher education. In addition, Indigenous perspectives and world views are not adequately reflected in the curricula of most academic disciplines. UBC is working to correct these deficits, and since the establishment of the Aboriginal Strategic Plan in 2009, the University has worked to develop a more extensive and comprehensive approach. This approach will now be extended under the 2018 Indigenous Strategic Plan, which is a central part of *Shaping UBC's Next Century*, the encompassing UBC strategic plan.

The UBC Board of Governors has a crucial role in ensuring that the University pursues the goals set forward in the Indigenous Strategic Plan and in that adequate resources are directed towards its fulfilment.

Another aspect of the Board's role is overseeing the University's alignment with the Government of British Columbia's adoption and implementation of the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP) and the *Calls to Action* of the Truth and Reconciliation Commission of Canada (TRC).

The UBC Board of Governors established the Indigenous Engagement Committee with these purposes in mind.

The Committee's mandate is to monitor the progress of all initiatives identified in the Indigenous Strategic Plan, including but not restricted to those identified in *Report of the Royal Commission on Aboriginal Peoples*, the *United Nations Declaration on the Rights of Indigenous Peoples*, and the *Calls to Action* of the Truth and Reconciliation Commission of Canada.

OBJECTIVES

The Indigenous Engagement Committee has the primary responsibility of monitoring Indigenous strategies and initiatives at the University, to ensure that progress is being made, and to recommend any necessary direction of resources.

There will be four primary areas of focus:

1. Ensuring compliance with any statutory responsibilities while at the same time promoting greater awareness and recognition of Indigenous peoples within Canada, with the goal to develop more functional and productive relationships between Indigenous peoples and the broader community;

2. Identifying and securing funding to support Indigenous faculty, Indigenous learners and institutional initiatives, including support for curricular development, independent Indigenous-faculty-led research, collaborative research of value to Indigenous peoples and communities, and related projects that may lead to more functional and productive relationships;
3. Developing a more detailed understanding of Indigenous strategies developed at the University, the programs and initiatives that currently exist and are being established, and the unmet needs of Indigenous faculty, Indigenous students and Indigenous communities that the University might address; and,
4. Evaluating and providing annual progress reports on the Indigenous Strategic Plan and other indicators of University progress in its handling of Indigenous affairs, and holding the University and its administration accountable for progress made towards realizing its commitments in these areas.

MEMBERSHIP & PROCEDURES

Membership of the Committee shall consist of seven (7) members, excluding the *ex officio* members:

- Five (5) UBC Governors, selected by the Chair of the Board of Governors, one of whom will serve as the Committee Chair and one of whom will serve as the Committee Vice-Chair
- One (1) member of the President’s Aboriginal Advisory Committee (Vancouver)
- One (1) member of the Okanagan Aboriginal Advisory Council
- The Chair of the Board of Governors and the President as *ex officio* voting members

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive additional and reasonable support for the assembly, assessment and reporting of information.

The Committee may delegate, or be directed by the Board of Governors to oversee, work tasks and action items to subcommittees, the University Administration, or independent third-parties, subject to Board approval.

MEETINGS & QUORUM

The Indigenous Engagement Committee shall meet at the call of the Committee Chair as required.

Attendance by 35% of Indigenous Engagement Committee members (including the *ex officio* members) is required to establish quorum.

ACCOUNTABILITY

The Indigenous Engagement Committee is created by and is responsible to the Board of Governors of The University of British Columbia.

Minutes of Indigenous Engagement Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Indigenous Engagement Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Indigenous Engagement Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Indigenous Engagement Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Indigenous Engagement Committee will receive for information and approval reports related to system-wide UBC Indigenous/Aboriginal priorities and strategies.

The Board of Governors has delegated to the Indigenous Engagement Committee authority to ~~receive~~ [transact the following business on its behalf:](#)

[Receive for information](#) the following reports ~~on behalf of the Board of Governors:~~

- Aboriginal Strategy for Okanagan Campus
- Indigenous [Academic Presentations](#)
- [Indigenous Faculty, Student and Staff Support Programs and Initiatives – Outcomes](#)
- [Indigenous Programs at UBC – evaluating and monitoring progress re programs related to TRC Calls to Action](#)

- [Indigenous](#) Strategic Plan - Implementation Updates

- ~~Overview of~~ Current/Ongoing Indigenous/Aboriginal Initiatives and ~~Programs~~[The Programs](#)

[The](#) Indigenous Engagement Committee may choose to present individual items to the full Board of Governors for information or approval, including items for which authority to receive or approve has been delegated.

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Total changes	21



PURPOSE

The Board of Governors has delegated to the Learning & Research Committee responsibility for assessing learning and research development and practices in accordance with adopted policies, principles and strategies, and for recommendations on these matters to the Board of Governors.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Learning & Research Committee shall:

1. Promote, support and enhance the learning and research community at the University by reviewing, monitoring, and recommending policies and actions to the Board that enhance the University's standing as a global leader in research excellence, discovery, scholarship and creative endeavours.
2. Develop the Board's policies, principles and strategic plans in regard to the learning and research community at the University and ensure that policies, principles and strategic plans are properly maintained, fostering a strong and diverse research culture that embraces the highest standards of integrity, collegiality and service.
3. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
4. Monitor all matters relating to student and instructional fees (in conjunction with the Finance Committee); recommend policies and actions to the Board, in conformity with the *University Act* and prevailing policies.
5. Monitor all administration matters relating to research and learning; review and recommend to the Board of Governors policies and actions concerning the administration of all grants, contracts, funds, fees, endowments and other assets related to learning and research, facilitating sustained program renewal and improvements in teaching effectiveness.
6. Monitor all matters related to intellectual property and technology transfer of research at the University; review and recommend to the Board of Governors policies and actions governing research, inventions, copyright and other intellectual property, enhancing the ecosystem that supports the translation of research into action; and, advise the Board on matters relating to patents, copyrights, trademarks, trade names or other proprietary rights resulting from an invention.
7. Review, monitor and recommend to the Board of Governors for approval all University endowments recommended by either Senate for academic purposes, including the provision of chairs, endowments, institutes, fellowships, scholarships, exhibitions, bursaries and prizes.
8. Review and monitor recommendations of the Council of Senates, the UBC Vancouver Senate and the UBC Okanagan Senate on all matters relating to learning and research, and to advise the Board when, under the *University Act*, it should consult the Council of Senates, the UBC Vancouver Senate and/or the UBC Okanagan Senate, with the exception of budgetary matters.
9. Advise and assist the Board of Governors and the President in advancing the learning- and research-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

MEMBERSHIP & PROCEDURES

Committee members are appointed from among the Board members and include:

- two (2) Governors who are external to the University
- at least one (1) student Governor
- at least one (1) faculty Governor
- the Board Chair, the Chancellor and the President as *ex officio* voting members

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Learning & Research Committee meets prior to each regularly scheduled Board of Governors meeting and in addition may meet at the call of the Chair as required.

Attendance by 35% of Learning & Research Committee members (including *ex officio* members) is required to establish quorum.

When considering proposals for tuition and fees, the Committee shall make every effort to ensure the attendance of student members.

ACCOUNTABILITY

Minutes of Learning & Research Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Learning & Research Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Learning & Research Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Learning & Research Committee are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors Meetings Policy (GA8))~~ and associated Committee Meeting Rules and Practices.

DELEGATED APPROVAL AUTHORITY

The Board of Governors has delegated to the Learning & Research Committee authority ~~approve to~~ transact the following business on its behalf:

Approve the following reports ~~on behalf of the Board of Governors:~~

~~Tuition Fees (jointly with Finance Committee)~~

~~NOTE: Annual/recurring tuition increases and proposals for international tuition increases applying to incoming students are excepted and will be presented to the Board of Governors for approval.~~

- Senate Recommendations

~~The Board of Governors has delegated to the Learning & Research Committee authority to receive~~ Receive for information the following reports ~~on behalf of the Board of Governors:~~ Approval of

- Academic Excellence Funds Updates

- Academic Programs / Fees - Communication and Consultation
~~(jointly with Finance Committee)~~

- Campus as a Living Lab
- Establishment of New Endowments
- Faculty SWOT Analyses ~~(jointly with Finance Committee)~~
- Flexible Learning Updates ~~(jointly with Finance Committee and Property Committee)~~
- Innovation Activities at UBC
- Inter-Campus Mobility
- Okanagan Campus Academic Plan
- Okanagan Campus Research Plan

- President's Excellence Chairs Updates

- Research at UBC - Role of the Board of Governors
- UBC Research Excellence Clusters Initiative
- University Librarian Report
- University-Industry Liaison Office (UILO) Report

Appendix
Board Policies for Review by Learning & Research Committee

Policy	Name
47 LR1	Chairs, Professorship and Professorships Funded by External Funds Distinguished Scholar Honorifics
51 HR1	Curriculum Vitae and Publications Record
57 LR6	University Killam Professors
71 LR4	Consultation with Students about Tuition and Mandatory Fees
73 LR7	Academic Accommodation for Students with Disabilities (Joint Senate and Board Policy)
81 LR12	Use of Teaching Materials in UBC Credit Courses † Guidelines
85 SC6	Scholarly Integrity
87 LR2	Research
88 LR11	Inventions and Discoveries
89 LR9	Research Involving Human Participants
104 SC14	Acceptable Use and Security of UBC Electronic Information and Systems
105 LR8	Acceptance, Management and Sale of Technology Licensing Equity
127 GA5	University Archives at UBC Vancouver
128 UP11	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
130 SC11	Management of the Wireless Network

Document comparison by Workshare 9.5 on Tuesday, November 5, 2019
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Insertions	29
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Moved to	0
Style change	0
Format changed	0
Total changes	59



PURPOSE

The Board of Governors has delegated to the People, Community & International Committee responsibility for monitoring and developing policies, principles and strategic plans advancing the University's strategic vision to lead globally and locally in sustainability and wellbeing, across UBC campuses and communities.

COMMITTEE OBJECTIVES

The People, Community & International Committee holds responsibility for:

- Ensuring compliance with statutory responsibilities regarding students, faculty and staff.
- Developing and recommending to the Board of Governors policies, principles and strategic plans to attract, engage and retain a diverse global community of outstanding students, faculty and staff; ensure that these policies, principles and strategic plans are appropriately maintained.
- Establishing an environment that reflects the University's commitment to sustainability, diversity, equity and inclusion.
- Promoting, establishing and maintaining relationships with UBC's internal and external stakeholder groups and partners, including but not limited to students, faculty, staff, alumni, Indigenous communities, businesses, governments and post-secondary institutions.
- Monitoring UBC's efforts to build and maintain strategic global networks.

Without limiting the general responsibilities described above, the People, Community & International Committee shall:

1. Review, monitor and recommend policies and actions that discharge the University's responsibilities under the *University Act* relating to its students, faculty, staff and alumni.
2. Advise and assist the President (through the Board of Governors) in advancing the people, community and international related objectives of the University's strategic plan, *Shaping UBC's Next Century*, advancing collaboration, innovation and community development.
3. Review, monitor and recommend to the Board of Governors policies and actions that promote a supportive culture which enhances wellbeing and mental health, and fosters connections and resilience across students, faculty and staff.
4. Review, monitor and recommend to the Board of Governors policies and actions that will affect the recruitment, retention and recognition of outstanding students, faculty and staff.
5. Advise the Board of Governors on strategies that will reach, support, inspire and engage alumni through lifetime enrichment.
6. Review, monitor and recommend to the Board of Governors policies and actions that will strengthen undergraduate and graduate student communities and enhance the experience of UBC students.
7. Review, monitor and recommend to the Board of Governors policies and actions pertaining to student financial support.

8. Review, monitor and recommend to the Board of Governors policies and actions that will enhance the University's domestic and international relations with government at the federal, provincial and local levels, and its various communities.
9. Recommend to the Board of Governors accountability measures and strategies that will enhance the reputation of the University by informing the public of the University's mission and operations in a manner that conforms with the University's values and legal obligations.
10. Review, monitor and recommend to the Board of Governors policies and action that will enhance the significance of the University through media communications, marketing strategies and its association with the general community through the use of names, logos, signs and marks associated with the University.
11. Advise the Board of Governors on short- and long-term goals and strategic actions (including communications) to enhance perceptions of UBC by governments, media, and the University's internal and external communities (including those abroad), deepening the relevance and public impact of UBC research and education.
12. Recommend to the Board of Governors actions that will enhance the relationship of UBC with its domestic and global communities through the use of unique resources such as the Museum of Anthropology, Nitobe Gardens, Chan Centre, the Botanical Gardens, Athletics facilities and Conferences.
13. Review, monitor and recommend to the Board of Governors policies and actions that will enhance relationships with the University Neighbourhoods Association (UNA) and University Town community (in conjunction with the Property Committee).
14. Advise the Board of Governors on collaborations with local and regional communities and post-secondary institutions (such as Great Northern Way) that foster intellectual, social, cultural and economic development and innovation.
15. Report to the Board of Governors on community matters in off-campus facilities such as the campuses on Great Northern Way and at Robson Square.
16. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).

MEMBERSHIP & PROCEDURES

Committee membership consists of at least seven (7) members, appointed from among the Board members:

- one (1) Governor who is external to the University
- one (1) faculty member
- one (1) student member
- one (1) staff member
- the Board Chair, the Chancellor and the President as *ex officio* voting members

The Chair of the Board of Governors appoints Committee members based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive additional and reasonable support (through the Board Secretariat) for the assembly, assessment and reporting of information, including, with the approval of the Board Chair, access to independent counsel, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The People, Community & International Committee meets prior to each regularly scheduled Board of Governors meeting and in addition may meet at the call of the Committee Chair as required.

Attendance by 35% of People, Community & International Committee members (including *ex officio* members) is required to establish quorum.

ACCOUNTABILITY

Minutes of People, Community & International Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the People, Community & International Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the People, Community & International Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the People, Community & International Committee are governed by ~~Policy 93 (Open, Closed and In-Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the People, Community & International Committee authority to ~~approve~~ [transact the following business on its behalf:](#)

[Approve](#) the following reports ~~on behalf of the Board of Governors:~~

- Deaccession of Works of Art and/or Cultural Materials Annual Report
- [Inclusion Action Plan](#)
- Naming of Campus Facilities
- ~~Neighbours Agreement (UNA and UBC) (jointly with Property Committee)~~
- Student Financial Support ~~(jointly with Finance Committee)~~
- ~~Student Housing & Hospitality Services (SHHS) Housing Rates (jointly with Finance Committee)~~
- Tenure Track Reappointments
- [Wellbeing Strategic Framework](#)

~~The Board of Governors has delegated to the People, Community & International Committee authority to receive~~ [Receive for information](#) the following reports ~~on behalf of the Board of Governors:~~

- ~~alumni UBC~~ Activity Report
- [alumni UBC Annual Update](#)
- Athletics and Recreation Updates
- [Campaign Planning / Updates](#)
- Campus Safety/Security
- Campus Security Annual Report (Vancouver & Okanagan)
- Communications and Media Campaigns | Update
- [Conflict Engagement Framework Updates](#)
- [Development & Alumni Engagement Q2 Report](#)
- [Development & Alumni Engagement Year-End Report FY2018-2019](#)
- Enrolment Report
- Enrolment Strategy Review ~~(jointly with Finance Committee)~~
- [Equity & Inclusion Office Annual Report](#)
- [Equity Employment Annual Report](#)
- Notable Distinctions – Faculty
- Policy ~~#131~~ ~~(SC17)~~- Sexual ~~Violence~~ [Assault](#) and other Sexual Misconduct | Implementation Updates
- Student Diversity Initiative / Commitment to Diversity Fund ~~(jointly with Finance Committee)~~
- [Student Food Security Report](#)
- [Student Health and Wellbeing Report](#)
- UBC Brand - Sustainability Communications Program
- UBC Communications - Brand Definition and Campaign Update
- University Neighbourhoods Association (UNA) Annual Update
- University Neighbourhoods Association (UNA) Operating Budget
- [Vantage College – updates re development of international community](#)
- [Wellbeing Strategic Framework Annual Update](#)
- Workplace Experiences Survey [– Report and Action Plan](#)

- Workplace Practices at UBC: Focus on People [- Benchmark Report](#)

Appendix
Board Policies for Review by PC&I Committee

Policy	Name
3 SC7	Discrimination and Harassment
13 SC9	Serving and Consumption of Alcohol at University Facilities and Events or on University Premises
14 SC13	Response to At-Risk Behaviour
15 SC2	Smoking and Smoking Product Promotion , Vaping, and Sale of Tobacco-Related Products on Campus
27 AP1	Appointment of Retired Faculty Members
28 AP3	Casual Instruction Without Board Appointment Appointments Policy
39 HR3	Death Notices
61 AP10	Postdoctoral Fellows
65	Religious Holidays
68 SC5	Disruption of Classes/Services by Snow
69 SC12	Student Safety Abroad
72 LR10	Access to The University of British Columbia
94 GA7	Visual Brand Identity
96 GA3	Communications
100 UP2	Charitable Appeals on Campus + Directive (issued Sep 23, 2010)
110 UP6	Third-Party Use of University Trade-Marks
112 UP10	Advertising
114 FM6	Fundraising and Acceptance of Donations
124 GA6	Naming
131 SC17	Sexual Assault and Other Sexual Misconduct

Document comparison by Workshare 9.5 on Monday, November 4, 2019 11:03:06 AM

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Total changes	100

**PURPOSE**

The Board of Governors has delegated to the Property Committee responsibility for ensuring that the University's property development and management is carried out in accordance with adopted policies, principles and strategies.

COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Property Committee shall:

1. Review, monitor, recommend and initiate policies to the Board that enhance the University's property development and management including, but not limited to land use, physical planning, use of space, development objectives and endowment wealth creation from long-term leasing to ensure alignment to the needs of the University.
2. Advise the Board of Governors on the exercise of its powers relating to the management, administration, and control of the real property of the University as described in the *University Act* (with specific emphasis on Lieutenant Governor in Council approvals where required) and the *Municipalities Enabling & Validating Act*.
3. Oversee performance and management of UBC Properties Trust.
4. Provide project oversight where capital budgets are between \$5M and \$20M; review and make recommendations ~~(jointly with the Finance Committee)~~ for the consideration of the Board of Governors where capital budgets exceed \$20M.
5. Oversee assurance of project funding sources and approval of budgets through the Board-approved project management process.
6. Review, monitor and recommend to the Board of Governors the capital plan for buildings and infrastructure, annual minor capital and cyclical maintenance budgets, and seismic resilience plan.
7. Review and make recommendations regarding the acquisition or disposal of real property, whether by purchase, sale, leases over five (5) years or greater than \$2 million, or other transfer; and the acquisition or construction of new space, the major renovation of existing space, or the decommissioning or disposition of existing space.
8. Review, monitor and recommend to the Board of Governors campus plans, master development agreements, comprehensive community plans, land use plans and neighbourhood plans; identify the impact of any of the above plans on the community.
9. Advise the Board of Governors on deepening engagement with campus neighbourhoods, including aspects of municipal and municipal-like governance related to development and management of property and infrastructure, including development permit boards, urban design panels, infrastructure impact charges, community amenity charges and other development protocols.

10. Review, from time to time as the Committee deems appropriate, the administrative structures, policies and practices in place to ensure the ongoing health and safety of utilities and physical plant, including grounds, buildings and infrastructure and recommend, as appropriate, changes in policy or practices arising from this review.
11. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
12. Review, monitor and make recommendations to the Board of Governors in support of the ongoing development of sustainable, healthy and connected campuses and communities (including utilities usage, waste management, transportation planning, etc.).
13. Review, monitor and make recommendations to the Board of Governors regarding the aesthetics of the campuses (including landscaping and signage) in support of the creation of welcoming physical and virtual spaces that will advance collaboration, innovation and community development, and will ensure harmony through ecologically sensitive design of new buildings and open spaces.
14. Advise and recommend for adoption by the Board of Governors matters pertaining to the control of vehicular and pedestrian traffic on University campuses.
15. Review off-campus property initiatives.
16. Advise and assist the Board of Governors and the President in advancing the property-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

MEMBERSHIP & PROCEDURES

Committee members are appointed from among the Board members and include:

- five (5) Governors who are external to the University
- the Board of Governors Vice-Chair
- one (1) student Governor
- one (1) faculty Governor
- the Board Chair, the Chancellor and the President as *ex officio* voting members

The Chair of the Board of Governors appoints Committee members with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive additional and reasonable support (through the Board Secretariat) for the assembly, assessment and reporting of information, including, with the approval of the Board Chair, access to independent counsel, subject to reasonable limits on resources available to the Board of Governors for these matters.

MEETINGS & QUORUM

The Property Committee meets prior to each regularly scheduled Board of Governors meeting and in addition may meet at the call of the Chair as required.

Attendance by 35% of Property Committee members (including *ex officio* members) is required to establish quorum.

ACCOUNTABILITY

Minutes of Property Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed as soon as practicable. Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the Committee Chair

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Property Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Property Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

In addition to the above, procedures and practices of the Property Committee are governed by ~~Policy 93 (Open, Closed and In-Camera Meetings of the Board of Governors)~~ [Meetings Policy\(GA8\)](#) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Property Committee authority to ~~approve~~ [transact the following business on its behalf:](#)

- [Approve](#) the following reports ~~on behalf of the Board of Governors:~~ Agency Agreements with UBC Properties Investments Ltd ~~(jointly with Finance Committee)~~
- Capital projects valued between ~~\$5M and \$20M~~ [million and \\$20 million \(Board 1 – Board 3\) in accordance with the Capital Projects Policy \(FM11\)](#)
- Development Permit Board (DPB) Terms of Reference
- Statutory Rights of Way
- ~~UBC Development Cost Charges Plans (jointly with Finance Committee)~~
- UBC Okanagan Campus Plan
- UBC Okanagan Design Guidelines

- UBC Okanagan Public Realm
- UBC Vancouver Campus Plan
- ~~The Board of Governors has delegated to the Property Committee authority to receive~~ [Receive for information](#) the following reports ~~on behalf of the Board of Governors~~: Advisory Urban Design Panel (AUDP) Annual Report (Vancouver)
- Advisory Urban Design Panel (AUDP) Conflict of Interest Guidelines

~~Board 4 Reports (jointly with Finance Committee)~~

- ~~Capital Planning and Prioritization Process (jointly with Finance Committee)~~ [Campus Planning Updates / Oversight](#)
- Capital Projects Updates ~~(jointly with Finance Committee)~~
- Climate Action Plan
- Development Permit Board (DPB) Annual Report (Vancouver)

~~Flexible Learning Updates (jointly with L&R Committee and Finance Committee)~~

- Land Use Plan, Transportation and Engagement Monitoring Principles Monitoring Report

~~Routine Capital Plan (jointly with Finance Committee)~~

- Seismic Resilience Plan | Progress Updates ~~(jointly with Finance Committee)~~
- Student Housing Growth Plans ~~(jointly with Finance Committee)~~
- UBC *GamePlan* Updates ~~(jointly with Finance Committee)~~
- UBC Okanagan Campus Sustainability Report
- UBC [Okanagan Learning Factory Follow Up](#)
- [UBC Okanagan Student, Staff, Faculty Housing](#)
- [UBC Properties Trust 20-Year Outlook](#) ~~(jointly with Finance Committee)~~
- UBC Properties Trust Update ~~(jointly with Finance Committee)~~
- ~~UBC-Controlled, Affiliated or Related Organizations~~, Major Campus Tenancies, Off-Campus Properties ~~and Advisory Committees Annual Report (jointly with Finance Committee)~~ [Annual Report](#)
- [Post-completion Report for capital projects valued between \\$5 million and \\$20 million \(Board 4\) in accordance with the Capital Projects Policy \(FM11\)](#)
- UBC's Rapid Transit Strategy Updates ~~(jointly with Finance Committee)~~

Appendix
Board Policies for Review by Property Committee

Policy	Name
5	Sustainable Development
16 UP5	Non-University Ownership and Use of University UBC Equipment and UBC Support Services and Facilities
92 UP12	Land Use and , Permitting Land Use Rules (updated 2009) <u>and Sustainability</u>
107 UP9	Booking and Rental of UBC Space
120 UP8	Posting of Notices, Posters and Signs
126 FM1 <u>1</u>	Capital Projects, Capital Purchases & Internal Loans

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HOUSING ACTION PLAN WORKING GROUP (3)

Terms of Reference

BACKGROUND and PURPOSE

The Board of Governors established the Housing Action Plan Working Group in September 2016, for the time-limited purpose of developing faculty housing recommendations for the consideration of the Finance Committee and the Board of Governors. The Working Group was dissolved following presentation of recommendations to the Board of Governors in February 2017.

The Board of Governors reconstituted the Housing Action Plan Working Group (3) (HAP3) in September 2018, to further consider options for affordable housing and other faculty, staff and student housing issues, to provide feedback to the Stadium Road Neighbourhood and other planning processes, and to develop recommendations for the consideration of the Property Committee ~~(jointly with the Finance Committee)~~ and the Board of Governors.

MEMBERSHIP & PROCEDURES

Membership of the HAP3 Working Group:

- Chair: Chair of the Board of Governors
- Vice-Chair: Chair of the Property Committee
- Chair of the Finance Committee
- Additional Governors at the discretion of the Chair
- Student Representative (AMS)
- Faculty Representative
- President and Chancellor (ex officio voting members)

Members are appointed based on qualifications and interest, availability of time to engage in the business of the HAP3 Working Group, and to avoid potential conflicts of interest.

The HAP3 Working Group Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The HAP3 Working Group Vice-Chair assumes the responsibilities of the HAP3 Working Group Chair in the absence of the HAP3 Working Group Chair, and may also be assigned additional tasks at the discretion of the HAP3 Working Group Chair.

The HAP3 Working Group will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

MEETINGS & QUORUM

The HAP3 Working Group will meet according to a schedule ~~jointly~~ approved by the Board of Governors' Property ~~Committee and Finance~~ Committee.

Quorum will be 35% of the voting membership.

ACCOUNTABILITY

Minutes of HAP3 Working Group meetings are approved at the next Working Group meeting or by means of electronic approval and are distributed as soon as practicable.

Minutes of closed sessions are distributed only to Governors and others authorized to attend such closed sessions and are confidential unless resolved otherwise by the HAP3 Working Group Chair.

The Chair of the HAP3 Working Group reports on discussion and any action taken at the next regularly scheduled ~~joint~~ meeting of the Property ~~Committee and Finance~~ Committee.

In addition to the above, procedures and practices of the HAP3 Working Group are governed by ~~Policy 93 (Open, Closed and In Camera Meetings of the Board of Governors)~~ [Meetings Policy \(GA8\)](#) and associated *Committee Meeting Rules and Practices*.

DISSOLUTION

The HAP3 Working Group will be dissolved by ~~joint~~ resolution of the Property ~~Committee and Finance~~ Committee upon completion of tasks assigned by the Property ~~Committee and Finance~~ Committee.

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Document 1 ID	file://G:\Public\Evelyn Nathan & Evelyn Ho\Karen Choi\BoG\BoG - Committee\Board Committee - Terms of Reference - Approved (Originals)\Housing Action Plan Working Group 3 ToR-Approved-CLEAN.docx
Description	Housing Action Plan Working Group 3 ToR-Approved-CLEAN
Document 2 ID	file://G:\Public\Karen Choi\Board\OUC Submissions\BoG - 2019 - Dec\BoG - Committee - TORs Review\BoG - Committee - TORs - Amendment (Drafts)\Housing Action Plan Working Group 3 ToR-draft-Nov12-2019.docx
Description	Housing Action Plan Working Group 3 ToR-draft-Nov12-2019
Rendering set	Standard

Legend:	
Insertion	
Deletion	
Moved from	
Moved to	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	3
Deletions	11
Moved from	0

Moved to	0
Style change	0
Format changed	0
Total changes	14