



<b>SUBJECT</b>	PC&I COMMITTEE TERMS OF REFERENCE - PROPOSED AMENDMENTS		
<b>REPORT TO</b>	PEOPLE, COMMUNITY & INTERNATIONAL COMMITTEE		
<b>MEETING DATE</b>	NOVEMBER 26, 2019		
<b>MATTER TYPE</b>	<input checked="" type="checkbox"/> BOARD DISCUSSION NOT REQUIRED	<input type="checkbox"/> BOARD DISCUSSION REQUIRED	
<b>ACTION REQUESTED</b>	No decision requested: for information		
<b>REPORT DATE</b>	November 5, 2019		
<b>EXECUTIVE PROPONENT</b>	Hubert Lai, Q.C., University Counsel		
<b>PRESENTED BY</b>	Hubert Lai, Q.C., University Counsel		
<b>SUPPORTED BY</b>	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 delegated authority to the Governance Committee to approve terms of reference for each of the standing committees, including the People, Community & International Committee. 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 People, Community & International Committee previously had five jointly delegated responsibilities, which have now been reallocated.

It is anticipated that at its meeting on November 22, 2019, the Governance Committee will approve revised terms of reference for the People, Community & International Committee with the following amendments:

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 the People, Community & International Committee at its September meeting but has not yet been formally approved.);
2. additional items to be included on list of delegated authority (These items were presented by the Board Secretary to the People, Community & International 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.

### SUPPLEMENTAL MATERIALS

1. Amended People, Community & International Committee Terms of Reference



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

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<b>Input:</b>	
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Description	PC&I Committee ToR-Approved-CLEAN
Document 2 ID	file:///G:/Public/Karen Choi/Board/BoG - 2019 - Dec/BoG - Committee - TORs Review/BoG - Committee - TORs - Amendment (Drafts)/People Community & International Committee ToR-draft-Nov 1-2019-CLEAN.docx
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